

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

beginning Fall 2021 and completing Spring 2023

*Online applications accepted October 1, 2020 at 8:00 am through October 31, 2020 at 4:00 pm, 2020*

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). RN program licensure exam pass rates are listed at: [www.rn.ca.gov/education/passrates.shtml](http://www.rn.ca.gov/education/passrates.shtml).

**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.
- 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.
- 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, 2020:	Deadline to complete prerequisite courses
October 1 - 31, 2020:	Online applications accepted for Fall 2021 admission
November 2020:	Complementary ATI TEAS testing for eligible applicants
December 1, 2020:	Deadline to submit ATI TEAS assessment score
January 6, 2021	Notification of appeal decisions
January 13, 2021	Work, volunteer, and language point notifications
January 20, 2021	Deadline to dispute work, volunteer and/or language point discrepancies
February 3, 2021:	Notification of eligibility status and point allocation emailed to all applicants
February 10, 2021	Deadline to dispute total point allocation or eligibility status
February 24, 2021:	Notification of admission status
July 31, 2021:	Deadline for additional BRN & Associate Degree required coursework
August 16, 2021:	RN Class of 2023 Program begins

## PROGRAM ELIGIBILITY REQUIREMENTS

Refer to the *Application Instructions* for detailed information on preparing to submit your online application.

### 1. Prerequisite coursework completed by August 31, 2020, with a grade of 'C' or better

Prerequisite courses:	Minimum semester credits:	Cuesta equivalent:
1. Microbiology, including lab	4.0	BIO 204 (5 credits)
2. Human Anatomy, including lab	4.0	BIO 205 (4 credits)
3. Human Physiology, including lab	4.0	BIO 206 (5 credits)
4. English Composition	3.0	ENG 201A (4 credits)

- Course equivalency information for coursework not taken at Cuesta College can be found in the Application Instructions, Step 3 of this packet.
- Online science labs are not accepted. Exception: courses taken online during the Spring and Summer 2020 COVID 19 outbreak will be accepted.
- A combined GPA of 2.50 or higher is required for the 3 science courses, with no rounding.
- Grades of 'C minus' and below are not accepted in any course
- 3 or more repeats in prerequisite coursework due to grades of C-, D, F, I, U, W, and F result in program ineligibility.

### 2. ATI TEAS Assessment Test Score (Test of Essential Academic Skills), with a total score of 62% or higher, taken between December 1, 2019 and November 30, 2020, and submitted no later than December 1, 2020.

- Only the first test score in the timeframe above can be accepted.
- Although 62% is the minimum accepted score, scores of competitive candidates have typically ranged above 80%.

### 3. Official transcripts from all colleges attended [Submit Transcripts](#)

### 4. Additional Required Coursework completed by August 1, 2021:

The following courses may be taken after your application is submitted, but must be completed before program entry.

#### a. Cuesta College Associate Degree General Education Required Courses\*:

1. History/Political Science (American Institutions)
2. Arts/Humanities
3. Intermediate Algebra (or higher)

\*Applicants with a bachelor's degree from a regionally accredited institution *may* be able to waive the General Education courses listed above. See a counselor to determine if this applies to your situation.

#### b. Board of Registered Nursing (BRN) Required Courses for licensure \*:

4. Introduction to Sociology/Cultural Anthropology
5. Speech/Communication
6. General Psychology

\*RN Licensure courses may not be waived for any reason.

## APPLICATION INSTRUCTIONS

1. **Apply for admission to Cuesta College.** <http://cuesta.edu/admissionsaid/apply/index.html>
2. After submitting your application, a **Cuesta student email account and student ID number will be emailed** to you. These will be necessary to complete the application and to receive email communication about your application status. Personal emails cannot be used for communication regarding your RN application.
3. **Contact a Cuesta College counselor** with questions about the application, program eligibility and/or prerequisites. [Counseling](#)
4. **Determine course equivalency for prerequisite courses not taken at Cuesta College:**
  - Refer to the [RN Prerequisite Course Equivalencies chart](#) (on the RN Application Information webpage) to see if the course(s) has been approved for equivalency.
  - For courses not listed, contact a Cuesta counselor for advice on submitting a *Pre-RN/Pre-LVN Course Equivalency Form*.
  - Courses not pre-determined for equivalency, will be evaluated as part of the application process and results will be communicated to applicants in their eligibility letter.
5. **Request official, sealed transcripts, from ALL colleges attended and submit them to Cuesta College Enrollment Services by the application deadline:**
  - Refer to the *Submitting Transcripts* page for additional information. [Submit Transcripts](#)
6. **Complete and submit the online RN application, including all supporting documentation by the application deadline:**
  - Applications must be submitted online. No printed applications will be accepted.
  - The link to the online application is accessible on the RN program website during the month of October.
  - The year at top of the online application must match the year you are applying, or your application will not be recognized in the applicant pool.
  - Upon successful submission, a confirmation email will be sent to your my.cuesta.edu email account. This notification confirms the receipt of your application only and does not reflect program eligibility or acceptance into the program. Print and save a copy of your application and confirmation number for your record.
  - If you do not receive a confirmation email within 24 hours after submitting your application, it is your responsibility to inquire about the status of your application by emailing: [nursingadmissions@cuesta.edu](mailto:nursingadmissions@cuesta.edu). Inquiries after the application deadline cannot be considered and will need to reapply in a future application cycle.
7. **Take the ATI TEAS assessment test between December 1, 2019 and November 30, 2020, and submit test score to Cuesta College by December 1, 2020:**
  - Only the ATI TEAS assessment test will be accepted.
  - A total score of 62% or higher is required for program eligibility. Although a TEAS assessment score of 62% is the minimal score accepted for eligibility, scores of competitive applicants have typically ranged above 80%.
  - Applicants must test, or retest, with each application cycle during the timeframe above. TEAS assessment scores outside of the timeframe above cannot be accepted.
  - Cuesta College offers one complementary ATI TEAS assessment test to program applicants during each application cycle. If you have already taken the TEAS assessment test within the timeframe above, only the first test score can be accepted, and you are not eligible for the complimentary testing at Cuesta.
  - If you test at Cuesta College during the current application cycle, your ATI TEAS assessment score is automatically received, and no other documentation is required.

- If you do not take the ATI TEAS assessment test at Cuesta College, you must request to have Assessment Technologies Institute (ATI) send your Official ATI TEAS transcript (score) to Cuesta College.
- Remediation is required for a score lower than 62%. If this applies to you, email to: [nursingsuccess@cuesta.edu](mailto:nursingsuccess@cuesta.edu) to request remediation information.
- Refer to the Cuesta College ATI TEAS Assessment Test Policy and Test Day Information document for policies, instructions and test day information.
- Refer to [What is the ATI TEAS?](#) on ATI's website for additional information about the TEAS.

**8. Check your *myCuesta* email for the following important and time sensitive notifications:**

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](mailto:nursingadmissions@cuesta.edu) within 2 days.

- **January 6, 2021:** Notification of appeal status. All appeal decisions are final.
- **January 13, 2021:** Work experience, volunteer experience, and language point decisions. It is your responsibility to follow the instructions in this email and respond to any discrepancies by **January 20th**. Responses received after this due date cannot be considered.
- **February 3, 2021:** Point allocations and eligibility notification will be emailed. It is your responsibility to follow the instructions in this email and respond to any point discrepancies by **February 10, 2021**. Responses received after this due date cannot be considered.
- **February 24, 2021:** Notification of admission status and alternate pool ranking will be emailed to all eligible applicants.

**9. Submit Cuesta College Associate Degree and BRN required coursework:** If not submitted with your online application these must be completed by August 1, 2021, prior to program entry. If not submitted by this date, your space in the program will be forfeited and you will need to reapply in a future application cycle.

## 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](mailto:nursingadmissions@cuesta.edu) . Updating your information in *myCuesta* alone will not update your RN Program application.

## FINANCIAL AID AND SCHOLARSHIP INFORMATION

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 webpage](#).
- Complete the Free Application for Federal Student Aid (FAFSA) from Cuesta`s financial aid website.
- Complete a Cuesta College Scholarship application on Cuesta`s financial aid website.
- Estimated program costs: An estimated program cost sheet can be viewed on the [RN Information webpage](#).

## INELIGIBLE APPLICANT SITUATIONS

Applicants are INELIGIBLE for admission in the following situations:

1. A combined GPA of less than 2.50, with no rounding, in the science prerequisite courses, or a grade less than 'C' in any prerequisite.
  - GPA calculator: <http://www.cuesta.edu/student/counseling/tools.html>
2. Three or more repeats in the prerequisite courses due to grades of C-, D, F, I, U, W, & FW.
  - If you are ineligible due to excessive repeats, you may appeal this status by submitting the Ineligibility Status Appeal Form located on the RN program website.
3. Failure to submit all official, sealed transcripts for coursework completed from all colleges and universities attended, other than Cuesta, by the due date.
4. Failure to meet the ATI TEAS requirements.
5. Incomplete or in-progress applications.
6. Failure to meet deadlines and/or respond to time-sensitive emails.
7. Any hold on your Cuesta student account.

## Cuesta College Associate Degree Nursing (RN) Program Multi-Criteria Point Allocation

**Effective for Fall 2021 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
<b>1a. Associate's degree or higher</b>	10	<ul style="list-style-type: none"> <li>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.</li> <li>Transcripts must show degree awarded if points are to be applied in this category.</li> </ul>
<b>1b. Licensed Health Care Worker:</b> (LVN, Psych Tech, Paramedic)	8	<ul style="list-style-type: none"> <li>Copy of current California license with license number, date issued, and expiration date. Expired or out of state licenses cannot be accepted.</li> </ul>
<b>1c. Certified Nurse Assistant Certification plus CNA work experience</b> (500 hours in past 2 years)	8	<ul style="list-style-type: none"> <li>➤ Copy of current California CNA certificate with certificate number, date issued, and expiration date, PLUS "Work or Volunteer Experience in Healthcare Verification" form. Expired or out of state licenses cannot be accepted.</li> </ul>
<b>1d. Certificated Health Care Worker:</b> (Nurse Assistant, Medical Assistant, Phlebotomist, EMT)	6	<ul style="list-style-type: none"> <li>➤ Copy of current California certificate with certificate number, date issued, and expiration date. Expired or out of state licenses cannot be accepted.</li> </ul>

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

Coursework	Points	Required Documentation
<b>2a. Combined Prerequisite Science GPA:</b> (Anatomy, Physiology, Microbiology) <ul style="list-style-type: none"> <li>➤ Minimum 2.50 <i>combined</i> GPA required and no less than a "C" in any course (GPA cannot be rounded).</li> <li>➤ Points are calculated by multiplying the combined GPA by 10: i.e. a combined GPA of 3.64 x 10 = 36.4 pts.</li> </ul>	Combined Science GPA of 2.50 or higher x 10  (Maximum 40 points)	<ul style="list-style-type: none"> <li>Official, sealed transcripts from regionally accredited U.S. colleges or universities, showing course completion by the due date.</li> </ul> <p>GPA calculator:  <a href="http://www.cuesta.edu/student/counseling/tools.html">http://www.cuesta.edu/student/counseling/tools.html</a></p> <ol style="list-style-type: none"> <li>During Spring 2020 only, due to the COVID 19 outbreak, online sciences will be accepted, and a grade of "Pass" will be excluded from this formula. Points will be calculated using the combined gpa of prerequisite sciences with letter grades.</li> </ol> <p>- Example: Anatomy A, Microbiology Pass, Physiology B. Points will be calculated using the combined Anatomy and Physiology gpa.</p>

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<p><b>2b. Combined English <u>AND</u> Math GPA:</b> (English Composition and Associate Degree Math requirement*)</p> <ul style="list-style-type: none"> <li>➤ No less than a "C" in either course.</li> <li>➤ Points are calculated by multiplying the <i>combined</i> GPA by 2.5. i.e. a combined GPA of 3.64 x 2.5 = 9.1 pts.</li> <li>➤ This category requires a <i>combined</i> English and Math GPA. Applicants who have not met the math requirement will not earn points in this category.</li> </ul> <p>*The current Associate's Degree math requirement is Intermediate Algebra, but may vary depending on catalog year. A higher level of math is also accepted.</p> <p>Applicants waiving the associate degree math requirement based on having a bachelor's degree <b>and</b> 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:</p> <p>TEAS ≥95% = 4.0 GPA    TEAS ≥85% = 3.5 GPA TEAS ≥75% = 3.0 GPA    TEAS ≥62% = 2.5 GPA</p>	<p>Combined GPA of 2.00 or higher x 2.5</p> <p>(Maximum 10 points)</p>	<ul style="list-style-type: none"> <li>• Official, sealed transcripts from regionally accredited U.S. colleges or universities showing course completion by the due date.</li> </ul> <p>AND/OR</p> <ul style="list-style-type: none"> <li>• 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: <ul style="list-style-type: none"> <li>- AP English Language &amp; Composition</li> <li>- AP English Literature &amp; Composition</li> <li>- AP Calculus AB</li> <li>- AP Calculus BC</li> <li>- AP Statistics</li> </ul> </li> </ul> <p>AP Score 5 = 4.0 GPA AP Score 4 = 3.0 GPA AP Score 3 = 2.0 GPA</p> <ul style="list-style-type: none"> <li>• GPA calculator: <a href="http://www.cuesta.edu/student/counseling/tools.html">http://www.cuesta.edu/student/counseling/tools.html</a></li> <li>• During Spring 2020 semester only, due to the COVID 19 outbreak, if one course grade is Pass, it will be excluded from this formula. If both English and math are Pass grades, the TEAS assessment conversion formula on the left will be used to determine points.</li> </ul>
<b>Prerequisite Repeats</b>	<b>Points</b>	<b>Required Documentation</b>
<p><b>2c. Point deduction for repeats in Science or English prerequisite grades of C-, D, F, I, U, W, and FW in prerequisite courses:</b></p> <ul style="list-style-type: none"> <li>1 repeat</li> <li>2 repeats</li> <li>3 repeats</li> </ul>	<p>-5 -10 Ineligible</p>	<p>In cases of extenuating circumstances, applicants may choose to submit the Ineligibility and/or Repeat Point Deduction Appeal Form.</p> <p>Not all appeals are granted. Appeals are submitted in your online application.</p>

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

Work or Volunteer Experience	Points	Required Documentation
<p><b>3a. 200 hours or more working in healthcare, within the last 2 years</b></p>	5.0	<ul style="list-style-type: none"> <li>• "Work Experience in Healthcare Verification Form"</li> </ul>
<p><b>3b. 200 hours or more volunteering in healthcare or a nonprofit organization, within the last 2 years</b></p>	2.5	<ul style="list-style-type: none"> <li>• "Volunteer Experience in Health Care or a Nonprofit Organization Verification Form"</li> </ul>

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**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
<b>4a. Disability</b>	2.5	<ul style="list-style-type: none"> <li>• Proof of eligibility for Disabled Student Programs and Services (DSPS).</li> </ul>
<b>4b. Family income</b>	2.5	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<b>4c. First generation to attend college</b>	2.5	<ul style="list-style-type: none"> <li>• Personal written statement.</li> </ul>
<b>4d. Need to work</b> - student worked at least part-time while completing RN prerequisite course(s).	2.5	<ul style="list-style-type: none"> <li>• Paycheck stub from the period of time you were enrolled in RN prerequisite courses, or a letter from employer (must be on organization letterhead) verifying employment was at least part-time while completing courses.</li> </ul>
<b>4e. Disadvantaged social or educational environment</b>	2.5	<ul style="list-style-type: none"> <li>• Proof of participation or eligibility for Extended Opportunity Programs and Services (EOPS).</li> </ul>
<b>4f. Difficult personal or family situation or circumstances</b>	2.5	<ul style="list-style-type: none"> <li>• Personal written statement.</li> </ul>
<b>4g. Veteran status</b>	2.5	<ul style="list-style-type: none"> <li>• Copy of form DD214.</li> </ul>
<b>4h. Refugee status</b>	2.5	<ul style="list-style-type: none"> <li>• Documentation or letter from USCIS.</li> </ul>

**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
<p><i>Credit awarded for languages as identified by the Chancellor's Office, not limited to:</i></p> <ul style="list-style-type: none"> <li>➤ American Sign Language</li> <li>➤ Arabic</li> <li>➤ Chinese</li> <li>➤ Farsi</li> <li>➤ Russian</li> <li>➤ Spanish</li> <li>➤ Tagalog</li> <li>➤ Languages of Indian Subcontinent &amp; Southeast Asia</li> </ul>	2.5	<ul style="list-style-type: none"> <li>• <b>"Verification of Proficiency in a Language Other than English Form"</b></li> </ul> <p><b>* Coursework does not equate to proficiency.</b> Applicant must have the ability to speak, interpret, and write in the language at a conversational level as well as be able to translate during a medical emergency. The person verifying language ability may not be a relative or family member. Applicants claiming proficiency may be asked to verify this through assessment testing at Cuesta College.</p>

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

Test of Essential Academic Skills (ATI TEAS)	Points	Required Documentation
<p><b>ATI TEAS Assessment Point Allocation:</b></p> <ul style="list-style-type: none"> <li>- 62% is the minimum accepted score.</li> <li>- Applicants with a Total Score below 62% will become ineligible and must complete a remediation plan to become eligible to apply in a future application.</li> <li>- Applicants with an Overall Score between 62% and 65% will receive the minimum score of 3 points in this category.</li> <li>- Applicants with an Overall Score between 92% and 100% will receive the maximum score of 30 points in this category.</li> <li>- 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).</li> </ul>	<p>Overall Score - 62 = Points Awarded</p> <p>(Minimum of 3 points; Maximum of 30 points)</p>	<ul style="list-style-type: none"> <li>• ATI TEAS assessment test transcript (score)</li> <li>- If you test at Cuesta during the current application cycle, your ATI TEAS assessment score is automatically received, and no other documentation is required.</li> <li>- If you do not take the ATI TEAS assessment test at Cuesta, you <b>must</b> request to have Assessment Technologies Institute (ATI) send your Official ATI TEAS transcript (score) to Cuesta. <a href="#">ATI TESTING</a></li> <li>- The ATI TEAS assessment test must be taken with each application cycle. Refer to the timeline specified in the Application Instructions.</li> <li>- Your first ATI TEAS assessment score within the past 12 months is the only score that can be accepted.</li> </ul>

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

Previous Eligible Applicant Credit	Points	Required Documentation
<p>7a. An additional 8 points will be awarded to <i>eligible</i> applicants who have previously submitted 3 or more <i>eligible</i> RN program applications within the past 5 years <i>without being admitted</i>.</p>	<p>8</p>	<ul style="list-style-type: none"> <li>• 3 RN alternate pool eligible status letters within the past 5 years: 2019, 2018, 2017, 2016, or 2015.</li> </ul>

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**Cuesta College RN Program Application  
Work Experience Verification Form**  
*To accompany applications submitted in October 2020*  
**For dates of employment and number of hours worked between 10/1/18 – 10/31/2020**

**Work Experience Criteria – Part A to be completed by the applicant**

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

The following work experiences, when performed in a medical or healthcare environment, facilitate the above intent:

- LVN, medical assistant, nurse assistant, paramedic, and psychiatric technician positions
- Multidisciplinary teamwork that includes collaboration with an RN
- Patient health & hygiene, feeding, daily living, mobility/transfer techniques
- Incorporating vital signs, lab values, and/or medication with nursing care
- Intradisciplinary teamwork and collaborative care

Job duties, within the same job description can vary. Therefore, a letter from the supervisor describing duties performed is required, and experiences will be evaluated on a case by case basis for awarding of points. Personal caregiving positions in private homes without a business license are not able to be considered.

**Instructions**

- Complete Part A yourself.
- Take Part B to your supervisor to complete and return to you, to submit with your online application.

**A. Applicant Information to be completed by applicant**

**Applicant Name** (Last name, first name): \_\_\_\_\_

**Applicant Address:**                  *number & street*    *city*    *state*    *zip code*

**Applicant Phone Number:** *primary:* (      )    *secondary:* (      )

**Complete the following for the work experience that you are submitting for application points:**

**Place of employment** \_\_\_\_\_

**Address** \_\_\_\_\_

**Job title** \_\_\_\_\_

**Dates of employment under this job title** \_\_\_\_\_ **to** \_\_\_\_\_

**Summary of work duties that meet work experience point criteria:**

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**Cuesta College RN Program Application**  
**Work Experience Verification Form**  
*To accompany applications submitted in October 2020*  
**For dates of employment and number of hours worked between 10/1/18 – 10/31/2020**

**Work Experience Criteria - Part B to be completed by the work supervisor**

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

The following work experiences, when performed in a medical or healthcare environment, facilitate the above intent:

- LVN, medical assistant, nurse assistant, paramedic, and psychiatric technician positions
- Multidisciplinary teamwork that includes collaboration with an RN
- Patient health & hygiene, feeding, daily living, mobility/transfer techniques
- Incorporating vital signs, lab values, and/or medication with nursing care
- Intradisciplinary teamwork and collaborative care

Job duties, within the same job description can vary. Therefore, a letter from the supervisor describing duties performed is required, and experiences will be evaluated on a case by case basis for awarding of points. Personal caregiving positions in private homes without a business license are not able to be considered.

**Part B to be completed by the work supervisor**

Title of Supervisor:

Supervisor phone Number:

Supervisor email:

Title of position held by applicant:

Official job description is attached (required): YES NO

\_\_\_\_\_ Letter describing actual job duties is attached OR \_\_\_\_\_ Job duties explained in the space below

Start date of the job description attached: \_\_\_\_\_ End date, or indicate if still employed: \_\_\_\_\_

Number of hours worked in the job description attached: \_\_\_\_\_

DESCRIPTION OF DUTIES PERFORMED if submitting a letter on letterhead, this may be left blank:

**Signature of Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Cuesta College RN Program Application**  
**Volunteer in Healthcare or Non-profit Organization Verification Form**  
**For Volunteer Hours Between October 1, 2018 through October 31, 2020**

**Volunteer Experience Criteria:**

The intent of awarding points in the volunteer experience category of the RN application is to recognize relevant volunteer experience that benefits the volunteer, patients, families, and/or our community. The volunteer benefits from meeting new people, learning new skills, gaining experience, and improving self-worth. For this purpose, volunteer positions that allow one to gain healthcare knowledge, understanding, and experience while improving the health and well-being of our community may be considered. The Nursing Selection Committee has determined that the following volunteer experiences, when performed in a healthcare environment or for a nonprofit organization, facilitate the above intent:

- Healthcare agency
- Health fair/first aid
- Hospice
- Patient care
- Preventative care
- Senior or youth health organizations
- Non-profit organizations (i.e. Special Olympics, Alzheimer's Association, food banks, American Heart Association, Cancer Society)

Please keep in mind that actual volunteer duties can vary greatly. Therefore, each position is evaluated on a case by case basis, and points cannot be guaranteed. For your volunteer experience form to be evaluated, you must submit this volunteer experience form with your online RN application.

**Instructions to Applicant:**

1. Print this form and complete section A.
2. Take this form to each volunteer activity and have the volunteer coordinator date and sign in the designated area. Each day is to be listed. Summarized hours cannot be accepted.
3. Keep this form with all signatures to submit with your online application (200 hours minimum required for points).

**A. Applicant Information (to be completed by Applicant)**

	<b>900</b>	
<i>First name</i>	<i>Last name</i>	<i>Cuesta Student ID</i>

**B. Volunteer Experience Verification (to be completed by Volunteer Coordinator)**

**A minimum of 200 volunteer hours within the last 2 years (October 1, 2018 through October 31, 2020) is required to qualify for points on the October 2020 RN application.**

Date of Service	Agency/Organization	Volunteer Role	# of Hours Worked	Coordinator/Supervisor Name, Phone Number & Initials
				Full Name: _____ Phone #: _____ Coordinator Signature: _____
				Full Name: _____ Phone #: _____ Coordinator Signature: _____
				Full Name: _____ Phone #: _____ Coordinator Signature: _____
				Full Name: _____ Phone #: _____ Coordinator Signature: _____



**ASSOCIATE DEGREE REGISTERED NURSING (RN) PROGRAM  
Volunteer Experience Verification Form (additional page)**

**Volunteer Experience Verification (to be completed by Volunteer Coordinator/Supervisor)**

A minimum of 200 volunteer hours within the last 2 years (October 1, 2018 through October 31, 2020) is required to qualify for points on the October 2020 RN application. Use additional forms if needed.

Date of Service	Agency/Organization	Volunteer Role	# of Hours Worked	Coordinator/Supervisor Name, Phone Number & Initials
				Full Name: _____ Phone #: _____ Coordinator Signature: _____
				Full Name: _____ Phone #: _____ Coordinator Signature: _____
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**ASSOCIATE DEGREE REGISTERED NURSING (RN) PROGRAM**  
**Verification of Proficiency in a Language Other than English**  
*For Applications Submitted October 2020*

**Requirements:**

**Coursework does not equal proficiency.** Applicant must have the ability to speak, interpret, and write in the language at a conversational level as well as be able to translate during a medical emergency. The person verifying language ability may not be a relative or family member. Applicants claiming proficiency may be asked to verify this through assessment testing at Cuesta College.

**Instructions to Applicant:**

1. Print this form.
2. Ask a community member with whom you have had sufficient interaction and who can verify that you are proficient in a language other than English to complete the Community Member Language Proficiency Verification section. This person must not be a relative or family member.
3. Sign and date the Applicant's Acknowledgment section.
4. Follow the instructions provided in the online application\* to submit this form with your application by the due date.  
 \* A link to online application will be posted on the Nursing department webpage during the October 1<sup>st</sup> – 31<sup>st</sup> acceptance period.

**Community Member Language Proficiency Verification:**

*Please print clearly:*

I verify that \_\_\_\_\_ is able to speak, read, and write in \_\_\_\_\_ at a level  
(Name of Applicant) (Language)

that allows common everyday communication, **and** has the ability to translate in a medical emergency.

**Signed:**

**Date:**

**Name:**

**Address:**

**Phone:**

**Email:**

**Please describe your relationship to the applicant (you must not be a relative or family member):**

**Applicant's Acknowledgement:**

*I acknowledge, by my signature below, that the information on this form is true and correct.*

\_\_\_\_\_  
**Applicant's name**

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**



**ASSOCIATE DEGREE REGISTERED NURSING (RN) PROGRAM  
INELIGIBILITY AND/OR REPEAT POINT DEDUCTION APPEAL FORM**

*For Applications Submitted October 2020*

**Applicant Information (to be completed by Applicant)**

**900** \_\_\_\_\_

*First name*

*Last name*

*Cuesta Student ID*

**I am appealing ineligibility due to more than 3 or more repeats in prerequisite courses. I have repeats in the following prerequisite courses:**

YEAR or YEARS:	SCHOOL:	GRADE AWARDED:	MOST RECENT GRADE:
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English

Microbiology

Anatomy

Physiology

**In your own words, explain why you believe your ineligibility status should be reversed and you be deemed eligible to the RN program. Please be clear and concise (250 words or less):**

**I am appealing point deductions in the following prerequisite courses that I dropped, or a non-passing grade was earned (grades of "C minus" or lower). Be specific, organized, clear, and concise in 250 words or less. Submit one request for each class that you are requesting a point deduction waiver.**

1. Course: \_\_\_\_\_ Year Taken: \_\_\_\_\_ School: \_\_\_\_\_ Grade earned: \_\_\_\_\_

*In your own words describe the reason why the course was dropped, or a non-passing grade was earned. Please be clear and concise:*

GRANTED \_\_\_\_\_ DENIED \_\_\_\_\_

2. Course: \_\_\_\_\_ Year Taken: \_\_\_\_\_ School: \_\_\_\_\_ Grade earned: \_\_\_\_\_

*In your own words describe the reason why the course was dropped, or a non-passing grade was earned. Please be clear and concise:*

GRANTED \_\_\_\_\_ DENIED \_\_\_\_\_

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3. Course: \_\_\_\_\_ Year Taken: \_\_\_\_\_ School: \_\_\_\_\_ Grade earned: \_\_\_\_\_

*In your own words describe the reason why the course was dropped, or a non-passing grade was earned. Please be clear and concise:*

GRANTED \_\_\_\_\_ DENIED \_\_\_\_\_

---

4. Course: \_\_\_\_\_ Year Taken: \_\_\_\_\_ School: \_\_\_\_\_ Grade earned: \_\_\_\_\_

*In your own words describe the reason why the course was dropped, or a non-passing grade was earned. Please be clear and concise:*

GRANTED \_\_\_\_\_ DENIED \_\_\_\_\_