

---

# LOS MEDANOS COLLEGE

---

**Nursing Applicant Handbook**

## *Registered Nursing*

**Entering Class Fall 2022  
LVN to RN Transition – Deferred\*\*  
Advanced Placement/Transfer – Spring 2023**

***\*\*NOTE: Due to the COVID-19 pandemic crisis, the LMC LVN-RN Program will not be holding an application period for the Fall 2022. Given no other unforeseen circumstances, our next application for the LVN-RN program will be in January 2023, for courses beginning in Fall 2023.***

## GENERAL INFORMATION FOR APPLYING TO THE REGISTERED NURSING PROGRAM

Application dates are **January 3 – February 4, 2022**. Any applications received after February 4<sup>th</sup> will not be accepted. Transcripts and Eligibility Documentation must be received in the Admissions & Records Office on or before the published deadline of February 4, 2022. Any transcripts or eligibility documentation not received in the Admissions & Records Office by February 4<sup>th</sup> will not be accepted.

- The Registered Nursing Program admits a new class of students only once per year to begin in the Fall semester.
- Selection of qualified applicants is done by a multi-criteria selection process.
- To qualify for the multi-criteria selection process, the applicant must have met all the requirements outlined in Phase 1, Section 3, areas A & B (pg. 10).
- To schedule an appointment with the Nursing Programs counselor regarding your nursing career please visit the Counseling Services webpage at <https://www.losmedanos.edu/counseling/contact.aspx>
- Any questions regarding transcripts or the nursing application process should be directed to the Admissions and Records Office. All transcripts are evaluated by the Admissions and Records Office, the Nursing Department does not evaluate transcripts. To contact the Admissions and Records Office visit their webpage <https://www.losmedanos.edu/admissions/contact.aspx>.
- Only those applicants who are conditionally accepted (See pages 10-15 regarding the RN Program selection process) for the Registered Nursing program are required to begin the acceptance process.
- Applicants will be notified after Phase 1 of the multi-criteria selection process if they are required to take the ATI TEAS Test Version VII at Los Medanos College. It is advisable that the ATI TEAS Test Version VII **NOT** be taken until you have been notified by the LMC RN Program that you are required to take it because your score from the first ATI TEAS Version VII Test, regardless of where it was taken, is the ONLY score considered for eligibility to the nursing program. Successful completion of the ATI TEAS Test Version VII is required to continue forward in the acceptance process. Scores from ATI TEAS Test VI will not be considered for admission.
- If you are conditionally accepted in the RN Program and do not achieve the appropriate cut score on the ATI TEAS Test Version VII, you will be required to complete a one-year remediation plan.
- The Registered Nursing Program takes 2 years to complete beyond the prerequisites. An average weekly schedule includes: 5 hours of lecture, 3 hours of lab on campus and 18.5 hours clinical experience every week. Lectures are typically on Tuesdays and Wednesdays during the day and clinical practice on Thursdays and Fridays on the day or the evening shift. Please be aware that due to the increased demand for clinical placement by nursing schools, clinical practice may also be scheduled on another day during the week or on weekends. Students may be expected to visit the clinical site the day prior to clinical to gather data on assigned clients. Clinical practice will be provided in a variety of local healthcare facilities and specialty areas. Students **MUST** provide their own transportation.

## TABLE OF CONTENTS

|     |   |       |
|-----|---|-------|
| 1.  | Information for Applying to the Registered Nursing Program..... | 1     |
| 2.  | Nursing Department Introduction                                 |       |
|     | Mission Statement .....   | 3     |
|     | General Application Information.....                            | 4     |
|     | ATI TEAS Test Information.....                                  | 4     |
| 3.  | Associate Degree Nursing Program (ADN)                          |       |
|     | Program Description.....  | 5     |
|     | Philosophy .....  | 6     |
|     | General Education and Graduation Degree Requirements .....      | 7     |
|     | Registered Nursing Program Prerequisites and Curriculum .....   | 8     |
|     | Selection Policies .....  | 9     |
|     | Application Procedure .....                                     | 9     |
|     | Multi-Criteria Selection Process.....                           | 10-12 |
|     | Selection Process/Conditional Acceptance.....                   | 13-15 |
|     | RN Program Information.....                                     | 16    |
| 5.  | Licensed Vocational Nurse to Registered Nurse Transition        |       |
|     | General Information.....  | 17    |
|     | General Education and Graduation Requirements .....             | 18    |
|     | LVN to RN Transition Prerequisites/Curriculum .....             | 19    |
|     | Selection Policies .....  | 20    |
|     | Application Procedure .....                                     | 20    |
|     | Selection Process/Conditional Acceptance.....                   | 21-23 |
|     | LVN to RN Transition Information .....                          | 24-25 |
| 6.  | Remediation Program Information.....                            | 26    |
| 7.  | Policy for Military Personnel Nursing Admission.....            | 27    |
| 8.  | Registered Nursing – Non-Degree Option .....                    | 28    |
| 9.  | RN Program Associate Degree                                     |       |
|     | Advanced Placement/Transfer Admissions Procedures .....         | 29-30 |
| 10. | General Information for Nursing Applicants                      |       |
|     | Estimated Costs .....   | 31    |
|     | Transportation .....  | 31    |
|     | DSP&S – Disabled Student Program and Services .....             | 32    |
|     | Financial Aid.....  | 32    |
|     | Counseling Services .....                                       | 32    |
|     | Deferment of Admission for New Applicants.....                  | 33    |
| 11. | Appendices .....  | 34    |
|     | Forms   |       |
|     | First Generation College Student.....                           | 35    |
|     | Difficult Personal and Family Situation/Circumstances.....      | 36    |
|     | Language Proficiency Documentation.....                         | 37    |
|     | Applications for Registered Nursing Program                     |       |
|     | RN Program Application .....                                    | 38-39 |
|     | LVN-RN Transition Application.....                              | 40-41 |
|     | Advanced Placement/Transfer Application .....                   | 42-43 |
|     | Information   |       |
|     | Essential Functions for Programs.....                           | 44-45 |
|     | Background Check Information .....                              | 46    |
|     | Drug Screening Policy.....                                      | 47    |

## Welcome to the Nursing Department at Los Medanos College

### **MISSION OF THE LMC NURSING DEPARTMENT**

- **STRIVE TO PROVIDE QUALITY EDUCATION AND INDIVIDUALIZED INSTRUCTION TO MAXIMIZE EACH STUDENT'S POTENTIAL**
- **FOSTER A COMMITMENT TO THE PROFESSION OF NURSING**

**Since 1974, when LMC opened its doors, the Nursing Department and its graduates have been highly regarded in the healthcare community.**

**Graduates who successfully complete the Registered Nursing Program and all LMC graduation requirements** will receive an Associate in Science Degree in Nursing and will qualify to take the National Council Licensing Examination (NCLEX-RN) for Licensure as a Registered Nurse (RN).

The RN Program requires two academic years beyond completion of the prerequisite courses. The LVN to RN Transition requires successful completion of prerequisites, co-requisites, the second year of the RN Program and all LMC graduation requirements.

### **RECCOMENDATIONS FOR STUDENTS INTERESTED IN A CAREER IN NURSING:**

1. Register for the Nursing Career Seminar – RNURS 1

This is a one-day class that will give you information about the nursing profession and the LMC Nursing Programs. You will also have an opportunity to meet students currently in the program. Bring this Nursing Application Handbook to the seminar.

- **Nursing Career Seminar – RNURS 1** – is an advisory course for students applying to the Vocational Nursing Program and Registered Nursing Program.

2. After reading the Nursing Applicant Handbook, make an appointment with an LMC counselor for assistance in selecting prerequisite courses. To contact Counseling Services please visit their webpage at <https://www.losmedanos.edu/counseling/contact.aspx>.

3. Visit the nursing website at [www.losmedanos.edu/nursing](http://www.losmedanos.edu/nursing)

4. If you have further questions about the Nursing Programs at LMC, you are welcome to e-mail the Nursing Department at [emessenger@losmedanos.edu](mailto:emessenger@losmedanos.edu) or call (925) 473-7756 during our regular office hours posted on our webpage.

## GENERAL APPLICATION INFORMATION

1. This handbook applies to requirements for admission into the Registered Nursing Program for **Fall 2022**.
2. The application, selection, and admission processes for the Registered Nursing Program are coordinated by the Admissions and Records Office and any inquiries regarding applications should be directed to this office. The links to the application forms are located at the back of this handbook. Please note application deadline dates.
3. The Los Medanos College Catalog contains the Mission Statement and information about academic policies and course descriptions. It should be read in conjunction with the Nursing Applicant Handbook. The catalog is available online at [www.losmedanos.edu/catalog](http://www.losmedanos.edu/catalog).
4. Funding by the State Chancellor's Office mandates all nursing applicants to take the ATI TEAS Test Version VII. The "cut score" has been set at 62%.
  - a. Please note:
  - b. The ATI TEAS Test Version VII will be administered ONLY to those applicants who have
    - i. been **Conditionally Accepted and selected alternates**.
  - c. Only the **cut score from the first ATI TEAS Test Version VII** (as reported by ATI) will
    - i. be considered for full acceptance to the nursing program regardless of when or where it was taken.
  - d. An applicant may only participate in the LMC Remediation Program **a maximum of two (2) times**. If after the second admission **and** participating in the remediation program a second time, the applicant does not pass the ATI TEAS Version VII Exam, **the applicant must complete a remediation program and successfully meet or exceed the minimum cut score of 62% at another educational institution in order to be eligible for admission in the LMC Registered Nursing Program.**
5. **The Nursing Applicant Handbook is revised annually** and is designed to provide information that will assist the nursing applicant in becoming better acquainted with the policies and procedures governing entry into the Nursing Programs. **ALL APPLICANTS ARE RESPONSIBLE FOR DETERMINING HOW THE REVISIONS AND CHANGES, IF ANY, WILL AFFECT THEIR APPLICATION.**

The Nursing Applicant Handbook can be found on the nursing department webpage:

<https://www.losmedanos.edu/nursing/handbook.aspx>

@ the LMC Homepage click Index A-Z

Then click "N" for Nursing – Nursing Program

**Application requirements may change annually due to Board of Registered Nursing mandates or other unforeseen circumstances.**

## ASSOCIATE DEGREE NURSING (ADN) PROGRAM REGISTERED NURSING

### Program Description

The Associate Degree Registered Nursing Program takes two academic years to complete beyond the completion of the prerequisite courses. Graduates who successfully complete the prescribed college requirements and the prescribed nursing curriculum earn an Associate in Science Degree in Nursing (ADN) and are eligible to take the examination for licensure as a Registered Nurse in California (NCLEX-RN).

The Registered Nursing Program content is drawn heavily from the sciences and general education. The emphasis is on utilization of the problem solving process, making nursing judgments, and learning leadership skills.

The Los Medanos College Registered Nursing curriculum is based upon the basic standards for competent performance of a nurse as defined in the **Rules and Regulations, California State Board of Nursing:**

#### **CCR 1443.5 Standards of Competent Performance.**

*A Registered Nurse shall be considered to be competent when he/she consistently demonstrates the ability to transfer scientific knowledge from social, biological and physical sciences in applying the nursing process, as follows:*

- (1) Formulates a nursing diagnosis through observation of the client's physical condition and behavior, and through interpretation of information obtained from the client and others, including the health team.*
- (2) Formulates a care plan, in collaboration with the client, which ensures that direct and indirect nursing care services provide for the client's safety, comfort, hygiene, and protection, and for disease prevention and restorative measures.*
- (3) Performs skills essential to the kind of nursing action to be taken, explains the health treatment to the client and family and teaches the client and family how to care for the client's health needs.*
- (4) Delegates tasks to subordinates based on the legal scopes of practice of the subordinates and on the preparation and capability needed in the tasks to be delegated, and effectively supervises nursing care being given by subordinates.*
- (5) Evaluates the effectiveness of the care plan through observation of the client's physical condition and behavior, signs and symptoms of illness, and reactions to treatment and through communication with the client and health team members, and modifies the plan as needed.*
- (6) Acts as the client's advocate, as circumstances require, by initiating action to improve health care or to change decisions or activities which are against the interests or wishes of the client, and by giving the client the opportunity to make informed decisions about health care before it is provided.*

## Program Philosophy

The ADN faculty believes that we can best serve our community by educating its future Registered Nurses to a recognized standard of excellence. We are committed to helping promote success in our students. To achieve this goal, we try to create a learning environment that emphasizes critical thinking, respect, and community service. We honor the cultural diversity of our community and encourage enrollment in our program by members of all of its many groups. We promote career advancement by offering a “Transition” that admits Licensed Vocational Nurses who meet our admissions criteria into the second year of the Registered Nursing Program. We recognize the interrelationship of all knowledge and accordingly place a strong emphasis on general education. The LMC graduate Registered Nurse is educated for full participation in the life of the community, both as a citizen and a professional member.

## Prerequisite Information

- Prerequisite courses must be completed by end of the Fall before you apply. **“In progress” classes will not be accepted.**
- Overall GPA must be 3.0 in prerequisite courses to qualify as outlined in Phase 1, Section 3 areas A and B (pg. 10).
- Catalog Rights do not pertain to pre-requisite courses

## Prerequisite Courses (See Pages 10-11)

- **English, Math and Psychology** are a part of the prerequisite courses. Nurses need strong skills in writing, as part of their daily work will include various kinds of documentation. Math skills are essential as nurses must be able to calculate drug dosages correctly. The Board of Registered Nursing requires a course in **General Psychology**.
- The sciences—**Anatomy, Physiology and Microbiology**—are three major prerequisite courses with lab components.

## Additional Information

**Speech Communication (3 units)** is required by the Board of Registered Nursing. Speech 110 satisfies this requirement. This course is not considered a part of the prerequisite courses.

The **Nursing Career Seminar (RNURS 001)** is an **advisory course** for all applicants. This one-day seminar provides excellent information about nursing careers, nursing education, and the Registered Nursing Program at Los Medanos College. A panel of current students shares their experiences and answer questions about the nursing programs.

*\*The Registered Nursing Program is designed to provide the education necessary for licensure eligibility and practice as a Registered Nurse (RN). You can view the Board of Registered Nursing NCLEX Pass Rates for Los Medanos College at: <https://www.rn.ca.gov/education/passrates.shtml>*

## **GENERAL EDUCATION and GRADUATION DEGREE REQUIREMENTS LOS MEDANOS COLLEGE**

It is strongly suggested that the General Education courses and Graduation Requirements be completed prior to entering the RN Program.

If you have an Associate or Bachelor's degree from another college or university, request that official transcripts be sent to the Admissions and Records Office at LMC for evaluation prior to making an appointment with an LMC counselor.

Applicants who have completed college courses at another college, but have not earned a Bachelor's degree or higher will need to satisfy Los Medanos College's General Education and Graduation requirements.



**ASSOCIATE DEGREE NURSING (ADN)**

Reviewed 11/21

**REGISTERED NURSING PROGRAM PREREQUISITE COURSES & CURRICULUM**

**Prerequisite Courses:** These courses must be completed before you are able to apply. Refer to Phase 1, Section 3, parts A and B of the multi-criteria selection process (pages 10-11) for the minimum grade point average required in the prerequisite coursework. Catalog Rights do not pertain to prerequisite courses.

|   |   | <u>Units</u> |
|---|---|--------------|
| <b>Prerequisite Courses:</b>                |   |              |
| ENGL 100                                    | College Composition   | 3            |
| MATH-029, MATH-030,<br>MATH-110*, or higher | Accelerated Elementary & Intermediate Algebra,<br>Intermediate Algebra, Introduction to Statistics or<br>higher | 7 or 4       |
| BIOSC 40                                    | Human Anatomy**   | 5            |
| BIOSC 45                                    | Human Physiology**  | 5            |
| BIOSC 50                                    | Intro to Microbiology**#  | 4            |
| PSYCH 10 or 11                              | Gen Psych. (Psych 11 preferred)   | 3            |

\*MATH-110 is recommended for transfer to a four-year university

\*\*BIOSC 40, 45 & 50 courses do not have recency requirements.

# BIOSC 50 (Microbiology) has a chemistry prerequisite.

For questions regarding prerequisite courses taken at another college, please meet with an academic counselor.

**Oral Communications (3 units)** is required by the Board of Registered Nursing. SPCH-110 satisfies this requirement. This is not a part of the prerequisite courses. It is recommended that this course be completed prior to admission to the RN program.

**RNURS 001-Nursing Career Seminar (0.3 unit)** Advisory course: Not required, but strongly recommended.

**VONUR 020-Drug Dosage Calculations for Health Occupations (2 units)** Advisory course: Not required, but strongly recommended.

**General Education and Graduation Requirements:** Make an appointment with an LMC college counselor.

**REGISTERED NURSING PROGRAM CURRICULUM**

| <u>1<sup>st</sup> Semester</u> |                                  | <u>Units</u> |
|--------------------------------|----------------------------------|--------------|
| <b>RNURS 22</b>                | Fundamentals of Nursing Practice | 9.5          |
| <b>RNURS 23</b>                | Nursing Skills Simulation I      | 1            |
| <b>RNURS 24</b>                | Pharmacology for RN Program I    | 1            |
| <u>2<sup>nd</sup> Semester</u> |                                  |              |
| <b>RNURS 26</b>                | Nursing in Health & Illness I    | 9.5          |
| <b>RNURS 27</b>                | Nursing Skills Simulation II     | 1            |
| <b>RNURS 28</b>                | Pharmacology for RN Program II   | 1            |
| <u>3<sup>rd</sup> Semester</u> |                                  |              |
| <b>RNURS 31</b>                | Nursing in Health & Illness II   | 9.5          |
| <b>RNURS 33</b>                | Nursing Skills Simulation III    | 1            |
| <b>RNURS 34</b>                | Pharmacology for RN Program III  | 1            |
| <u>4<sup>th</sup> Semester</u> |                                  |              |
| <b>RNURS 30</b>                | Leadership/Management            | 1            |
| <b>RNURS 36</b>                | Nursing in Health & Illness III  | 9.5          |
| <b>RNURS 38</b>                | Nursing Skills Simulation IV     | 1            |
| <b>RNURS 39</b>                | Pharmacology for RN Program IV   | 1            |

## SELECTION POLICIES

Applicants are selected for the Los Medanos College Registered Nursing Program from the qualified applicant pool. Simply meeting the minimum requirements will not guarantee admission.

- **APPLICATIONS: All applicants, both new and those who have previously applied to the Los Medanos Registered Nursing Program, will have their name entered only once regardless of the number of times the applicant has applied.**

### Minimum Requirements for qualification for the RN Applicant Pool

- A. All prerequisite courses must be completed by the end of the Fall semester before you apply.
- B. Refer to pages 10-13 for the Multi-Criteria Selection Process which details the minimum grade point average required in the prerequisite coursework in order to qualify for the RN Program.
- C. Submission of all required application materials to the Admissions and Records Office.

### Application Procedure

- A. New and returning students who have not enrolled within the Contra Costa Community College District (4CD) within the academic year must complete the online admission application.
- B. Submit the RN Program Application online (**See Appendices**)
- C. International student transcripts **MUST** be officially evaluated by an approved international transcript evaluation service. Students must select an approved member of NACES (National Association of Credential Evaluation Services) by visiting [www.naces.org](http://www.naces.org). Please check with the Admissions and Records Office for specific information that needs to be included in the evaluation.
- D. Submit official college transcripts for courses completed outside the Contra Costa Community College District (CCC, DVC, LMC) to the address below. Students may view receipt of official transcripts using the Grades – Transcripts tile on InSite.

**Los Medanos College**  
**ATTN: Admissions and Records Office - RN Application**  
**Application Dates are January 3<sup>rd</sup> – February 4<sup>th</sup>, 2022**

## Los Medanos College ADN Program Multi-Criteria Screening Process

Applicants will be scored in two phases:

1. A total of the Multi-criteria points except TEAS (max of 75 points)
2. The TEAS point distribution score (max of 100 additional points possible).

| Criteria   | Point Distribution | Required Supporting Documentation  |
|--|--------------------|--|
| <b>PHASE 1</b>   |                    | <b>Maximum points for Criterion 1 = 15 points</b>  |
| <b>1. Academic Degrees</b>   |                    | <b>* Applicant can only claim one (1) degree (the applicant's highest degree)</b>  |
| MA/MS Degree or higher   | 15                 | Official transcript from regionally accredited U.S. colleges or universities with degree posted – OR – If degree from outside the United States, must have been evaluated by a National Association of Credential Evaluation Services (NACES) approved independent agency (evaluation must be in a sealed envelope from the agency), demonstrating equivalency to a BA/BS degree or higher. The NACES evaluation will be used ONLY to award points as part of ADN admission criteria – possibly not for graduation purposes. |
| BA/BS Degree   | 10                 |  |
| AA/AS Degree   | 5                  |  |
| <b>2. Licensed Health Care Professional</b>  |                    | <b>Maximum points for Criterion 2 = 5 points</b>   |
| Currently licensed as a health care professional including but not limited to LVN, Psychiatric Technician, Radiologic Technician, Respiratory Therapist, Paramedic/EMT, Surgical Technician, Dental Hygienist, MA or other medical professionals licensed through a state approved agency.   | 5                  | Copy of current license with license number, issue date and expiration date. Must be verifiable and validated through a State approved agency or program (ex. CA Department of Health, CMAA)   |
| <b>3. GPA in prerequisite coursework (An overall grade point average of 3.0 or higher is required in the prerequisite courses)</b>   |                    | <b>Maximum TOTAL Points for Criteria 3 = 40 points</b>   |
| <b>1. Grade of “B” (“B- is not acceptable) or better with a minimum cumulative 3.0 GPA in the Science prerequisites: Human Anatomy, Human Physiology and Human Microbiology including lab for each course – <u>lab courses must be face-to-face instruction, virtual/online lab courses will not be accepted</u> *** The LMC registered nursing program will accept online science labs for RN applications that were taken during Spring 2020, Summer 2020, Fall 2020, Spring 2021, Summer 2021 or Fall 2021 per the California Community College Chancellor’s executive order that occurred during this unprecedented COVID-19 state of emergency.</b> |                    | <b>Maximum points for Criteria = 25 points</b>   |

|   |             |                           |   |
|---|-------------|---------------------------|---|
|   | 4.0         | 25                        | <p>Official transcripts for ALL lower division courses completed at all regionally accredited U.S. institutions attended, regardless of applicability to nursing requirements, are required. Official transcripts will not be required for courses completed at Los Medanos College.</p> <p>Prerequisite courses completed at other regionally accredited United States colleges or universities must be equivalent to Los Medanos College courses. For determination of course equivalency, official transcripts AND course descriptions for prerequisite courses may be required.</p> <p>Los Medanos College does not evaluate foreign transcripts nor is credit granted for foreign coursework.</p>          |
|   | 3.70-3.99   | 20                        |   |
|   | 3.50 – 3.69 | 15                        |   |
|   | 3.00 – 3.49 | 10                        |   |
| <b>&lt; 3.0 Disqualified</b>  |             |                           |   |
| <b>Criteria</b>   |             | <b>Point Distribution</b> | <b>Required Supporting Documentation</b>  |
| <p><b>2. Minimum 2.5 cumulative GPA in remaining prerequisites.</b><br/> <b>Prerequisites: English 100, General Psychology, Math 29, Math 30, Math 110* or higher (*Math 110 is recommended for transfer to a four-year university)</b></p> |             |                           | <b>Maximum points for Criteria = 15 points</b>  |
|   | 3.5-4.0     | 15                        | <p>Official transcripts for ALL lower division courses completed at any and all regionally accredited U.S. institutions attended, regardless of applicability to nursing requirements, are required. Official transcripts will not be required for courses completed at Los Medanos College.</p> <p>Prerequisite courses completed at other regionally accredited United States colleges or universities must be equivalent to Los Medanos College courses. For determination of course equivalency, official transcripts AND course descriptions for prerequisite courses will be required.</p> <p>Los Medanos College does not evaluate foreign transcripts nor is credit granted for foreign coursework.</p> |
|   | 3.0-3.49    | 10                        |   |
|   | 2.99-2.5    | 5                         |   |
| <b>&lt; 2.5 Disqualified</b>  |             |                           |   |
| <p><b>4. Life experiences or special circumstance ( Select one life experience) Maximum TOTAL Points for Criterion 4 = 5 points</b><br/> <b>*Applicant can only select one from Criteria</b></p>  |             |                           |   |
| <p>Disabilities<br/> <i>(Same meaning used in Section 2626 of the Unemployment Insurance Code)</i></p>  |             | 5                         | <p>Documented disability from college Learning Disability Program or Disability Support Programs &amp; Services or physician. The Nursing Department will collaborate with the Disability Services Office for form verification. You can find more information regarding DSP&amp;S by clicking here <a href="http://www.losmedanos.edu/dsps/default.asp">http://www.losmedanos.edu/dsps/default.asp</a> or contact via telephone at (925)-473-7471</p>  |
| <p>Low family income</p>  |             | 5                         | <p>Proof of eligibility or proof of receipt of financial aid e.g. BOGG fee waiver, Cal Grant, Pell Grant or other federal grant, CalWORKs</p>   |
| <p>First generation to attend college<br/> <i>First generation college students are defined by the U.S. Department of Education as "Neither parent had more than a high school education."</i></p>  |             | 5                         | <p>Complete the documentation form (pg. 35)</p>   |

|   |                           |   |
|---|---------------------------|---|
| Need to work<br><i>(Need to work means student is working at least part-time while completing academic work that is prerequisite for the Nursing Program)</i> | 5                         | Paycheck stub during period of time enrolled in <b>ALL</b> prerequisite courses or letter from employer (must be on organization letterhead) verifying employment was at least part-time while completing prerequisite courses  |
| Disadvantaged social or educational environment   | 5                         | Participation or eligibility for Extended Opportunity Programs & Services (EOPS)  |
| Difficult personal and family situation/circumstances   | 5                         | Complete the <b>Documentation</b> form explaining situation or circumstances (pg. 36)   |
| Refugee status  | 5                         | Documentation or letter from United States Citizens and Immigration Services (USCIS)  |
| <b>Criteria</b>   | <b>Point Distribution</b> | <b>Required Supporting Documentation</b>  |
| <b>5. Veteran Status</b>  |                           | <b>Maximum Points for Criteria 5= 5</b><br><b><i>*Criteria applies only to Service Members</i></b>  |
| <b>Military Veteran</b>   | 5                         | Copy of Defense Department Form DD-214, discharge other than dishonorable.  |
| <b>6. Proficiency or coursework in languages other than English</b>   |                           | <b>Maximum Points for Criterion 6 = 5 points</b>  |
| Documented proficiency in a language other than English shall be received for languages that are identified by the Chancellor's Office.                       | 5                         | Official transcript from a U.S. regionally accredited college or university verifying four (4) semesters of the same foreign language with a "C" or better for each semester<br>OR<br>Complete the supporting Foreign Language Certification documentation form. A proficiency examination may be required for verification (pg. 37). |
| <b>Total Phase 1 Maximum Score (Criteria 1-6)</b>   | <b>75 total</b>           | Applicants with the highest scores will be selected to advance to Phase II of the application process in which Phase I scores are combined with the ATI TEAS test score.<br><br>See Phase 2   |

| PHASE 2<br>7. Approved diagnostic Assessment Tool, Test of Essential Academic Skill Teas  |  | Maximum 25 points  |  |   |
|---|--|--|--|---|
| <p>Los Medanos College uses the Test of Essential Academic Skills (TEAS VI). The minimum adjusted individual score required for admission is 62%.</p> <p>Assessment/readiness test results: first TEAS result of 62% or greater <b>OR</b> Subsequent TEAS VII after completion of one-year remediation plan:</p> <p>&lt; 62.0% – Disqualified. Needs to Remediate</p> <p>**The first TEAS VI score will be the total points awarded for Phase II of the selection process. For example, if the applicant scored 74.5 on the first attempt at the TEAS VII score, 74.5 is the total points for Phase II and will be added to the applicant's Phase I points.</p> |  | <p><b>Points Distribution</b></p> <p><b>85-100</b></p> <p><b>75-84.9</b></p> <p><b>62-74.9</b></p> <p><b>0</b></p> | <p><b>TEAS VII Score</b></p> <p><b>85-100</b></p> <p><b>75-84.9</b></p> <p><b>62-74.9</b></p> <p><b>&lt;62.0</b></p> | <p>Notes: Approximately 80 applicants who are selected from the Phase 1 applicant pool will be invited to take the TEAS VII at Los Medanos College unless already completed. Students who have taken TEAS VII at another location prior to applying will be asked to submit an unofficial copy of result #1 of 1. TEAS VI scored will not be considered for admission.</p> <p>**The first TEAS VII score will be the total points awarded for Phase II of the selection process. For example, if the applicant scored 74.5 on the first attempt at the TEAS VII score, 74.5 is the total points for Phase II and will be added to the applicant's Phase I points.</p> <p>+++Students offered Conditional Acceptance for Admission in Phase 1 who do not achieve the minimum total score of 62% on the first TEAS VII attempt will be offered remediation through the Remediation/TEAS Testing Coordinator. After documented completion of a remediation plan developed by the Coordinator, students will be allowed to test a second time. A score of 62% or above on the second exam will guarantee the student placement in the next admission cycle.</p> |
| <b>TOTAL Points Possible for Phase 1 and 2 = 175</b>  |  |  |  |   |

\*At any point in Phase 1 or Phase 2 if there are multiple conditionally accepted students with same total points, a random selection for these applicants will take place to determine Conditional Acceptance.

## SELECTION PROCESS

### 1. Multi-criteria Screening Process for Admission to the Registered Nursing Program

The selection process will be determined using the multi-criteria screening process in accordance with California Education Code 78261 and the California Community College Chancellor's Office directive. A multi-criteria score is determined for each candidate based on previous degrees/certificates, licensure or certification in healthcare, GPA in identified coursework, life experience or special circumstances, foreign language proficiency and diagnostic assessment. Program admission will be offered to the highest scoring eligible applicants to fill available seats.

- Please refer to the *LMC ADN Program Multi-Criteria Screening Process* on pages 10-12 for information on the new multi-criteria screening process.

### 2. Notification Process: Phase II and Conditional Acceptance

- **Phase II Notifications** will be emailed to applicants' InSite e-mail address once all applications have been evaluated. This is the only means by which you will be notified. Please ensure that you check your InSite email regularly. For your convenience, you can forward your InSite e-mail to your personal e-mail account.
  - The Phase II Notification Email will include the Phase II Notification Form and an established deadline for the form to be returned. Applicants must complete and return the form by the established deadline to secure their position in Phase II. If the communication from the applicant is not received by the deadline, the applicant forfeits advancement into Phase II and will need to reapply the following application period.
  - **Information regarding TEAS Version VII Testing** date and time will be included in the Phase II Notification e-mail. We recommend that all applicants prepare for the test. Available resources include review books and the ATI website. An applicant may only participate in the LMC Remediation Program a maximum of two (2) times. If after the second admission and participating in the remediation program a second time, the applicant does not pass the ATI TEAS Version VII Exam, the applicant must complete a remediation program and successfully meet or exceed the minimum cut score of 62% at another educational institution in order to be eligible for admission in the LMC Registered Nursing Program. Please refer to page 26 for more information regarding the Remediation Program.
- **Conditional Acceptance Notifications** will be emailed to applicants' InSite e-mail address after successful completion of the TEAS Exam and Phase I and Phase II scores are calculated. This is the only means by which you will be notified of Conditional Acceptance.
  - The Conditional Acceptance Notification Email will include the Conditional Acceptance Form and an established deadline for the form to be returned. Applicants must complete and return the form by the established deadline to secure their position in the program. If the communication from the applicant is not received by the deadline, the applicant forfeits the conditional acceptance into the program and will need to reapply the following application period.
- **Non-Acceptance** – Following the selection process, if the applicant's Student Identification Number (IDN) was not listed as conditionally accepted or alternate status on the Nursing webpage, and the applicant did not receive a conditional acceptance notification; the applicant was not selected for the program and should reapply during the next application period.

### 3. Eligibility for admission into the Registered Nursing Program – Four Step Process:

**Step 1** Phase II Notification form is received in the Nursing Department by the deadline.

**Step 2** The Phase II Notification email, includes the following information:

- ATI TEAS Test Version VII information and due date
  - The test will be administered by LMC to Phase II applicants.
  - Information on how submit TEAS VII transcript if exam has already been taken.
  - **Do not take the test repeatedly.** Only the score from the first exam, regardless of where or when it is taken, is considered for eligibility.

**Step 3** Upon completion of the ATI TEAS Test Version VII the students with highest combined scores from Phase I and Phase II will be conditionally accepted into the program. Conditional Acceptance form must be returned by the established deadline to secure position in program

**Step 4** Within two weeks of receiving the Conditional Acceptance form, the Nursing Department will email a packet to the applicant that contains:

- Background check information
- Drug testing information
- Immunizations and health requirements

4. **Not eligible** for admission into the Registered Nursing Program if any one of the following is present:

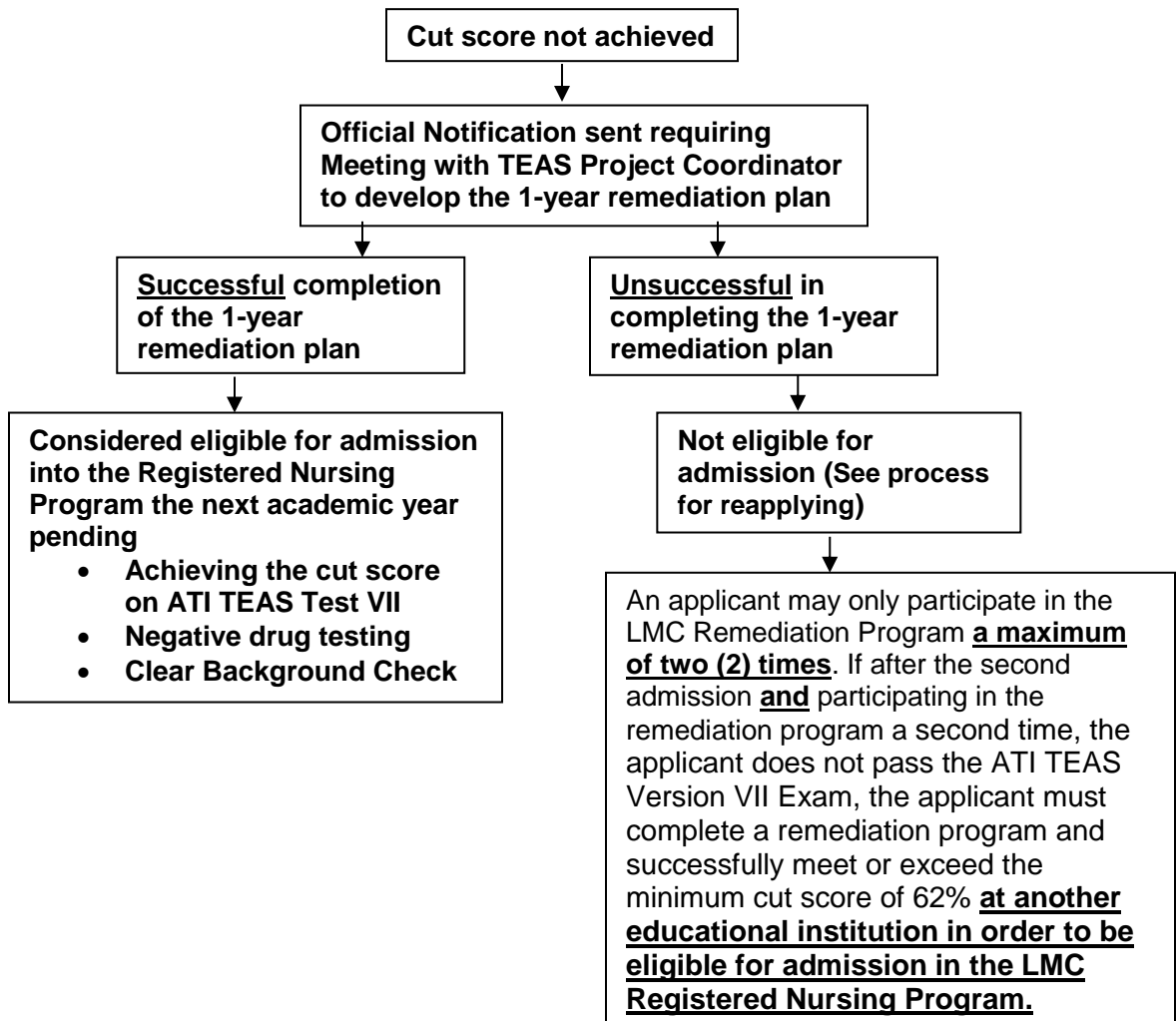
- Conditional Acceptance Form – Not submitted by due date
- Background Check – Not cleared by due date
- Drug testing information – Not cleared by due date

5. If “Not eligible”, please refer to the Nursing Application Handbook for the next application date.



## 6. Remediation Process for ATI - Test for Essential Academic Skills Test (TEAS) VII (page 26):

ATI TEAS TEST Version VII CUT SCORE: 62%



## REGISTERED NURSING PROGRAM INFORMATION

**If accepted into the Program, the student must be able to:**

1. Accept clinical schedules, including evenings and/or weekends. Typical hours are generally 0645-1500 or 1445-2300. Evening shifts may be on Wednesdays and Thursdays or Thursdays and Fridays. Mondays and/or weekend shifts may be required due to clinical site availability.
2. Spend a minimum of three hours/week in simulated lab (RNURS 23, 27, 33 & 38).
3. Pass a physical exam, including:
  - o a negative two step tuberculosis test (required prior to the start of the program and annually) or a normal chest x-ray
  - o Measles, Mumps, Rubella, Varicella and Hepatitis B titers
  - o Tdap vaccination
  - o COVID-19 Vaccination
  - o Students must comply with any additional physical requirements such as flu shots on an annual basis or other mandates required by the clinical agencies

The student is responsible for all expenses incurred by any medical visits and vaccines. The student must be covered by personal health insurance throughout the program. Due to the demanding physical rigors of the nursing programs, each student must meet the physical requirements stated in the Appendices
4. Submit proof of current CPR certification prior to the start of the program and annually. All CPR courses must be approved by the American Heart Association. If an online CPR course is taken, it must have a lab check off component.
5. Meet assigned clinical facilities' requirement for employees/volunteers. Clinical facilities have the right to decline acceptance of any student who does NOT meet the clinical facility's requirements.
6. Comply with the Essential Functions for nursing students listed in the Appendices.

### INFORMATION REGARDING LICENSURE AS REGISTERED NURSE

See [www.rn.ca.gov](http://www.rn.ca.gov) Nurse Practice Act [TITLE 16, CALIFORNIA CODE OF REGULATIONS: BUSINESS AND PROFESSIONS CODE](#)

**Please note the following from the Board of Registered Nursing:**

**Disclosure of your social security number is mandatory.** Section 30 of the Business and Professions Code and Public Law 94-455 (42 USCA 405 (c)(2)(C)) authorizes collection of your social security number. **If you fail to list your social security number, or you do not have a social security number, your application for initial or renewal license will not be processed.**

## LICENSED VOCATIONAL NURSING TO REGISTERED NURSING TRANSITION (LVN to RN TRANSITION)

### General Information

The LVN to RN Transition provides an opportunity for Licensed Vocational Nurses (LVNs) to gain the knowledge and skills necessary to advance into the role of the professional registered nurse. Qualified California Licensed Vocational Nurses enter the second year of the Registered Nursing Program after completing the RN Program prerequisites. A valid California Vocational Nursing License is required.

***NOTE: Due to the COVID-19 pandemic crisis, the LMC LVN-RN Program will not be holding an application period for the Fall 2022. Given no other unforeseen circumstances, our next application for the LVN-RN program will be in January 2023, for courses beginning in Fall 2023.***

The philosophy and objectives for this Transition are the same as those for the basic Registered Nursing Program. Students who successfully complete the requirements, earn an Associate of Science Degree in Nursing and qualify to take the National Council Licensing Examination (NCLEX-RN).

### Prerequisite Information

- Prerequisite courses must be completed by end of the Fall before you apply. **“In progress” classes will not be accepted.**
- Overall GPA must be 3.0 in prerequisite courses to qualify as outlined in Phase 1, Section 3 areas A and B (pg. 10).
- Catalog Rights do not pertain to pre-requisite courses

### Prerequisite Courses (See Pages 10-11)

- **English, Math and Psychology** are a part of the prerequisite courses. Nurses need strong skills in writing, as part of their daily work will include various kinds of documentation. Math skills are essential as nurses must be able to calculate drug dosages correctly. The Board of Registered Nursing requires a course in **General Psychology**.
- The sciences—**Anatomy, Physiology and Microbiology**—are three major prerequisite courses with lab components.

### Additional Information

**Speech Communication (3 units)** is required by the Board of Registered Nursing. Speech 110 satisfies this requirement. This course is not considered a part of the prerequisite courses.

The **Nursing Career Seminar (RNURS 001)** is an **advisory course** for all applicants. This one-day seminar provides excellent information about nursing careers, nursing education, and the Registered Nursing Program at Los Medanos College. A panel of current students shares their experiences and answer questions about the nursing programs.

\*The Registered Nursing Program is designed to provide the education necessary for licensure eligibility and practice as a Registered Nurse (RN). You can view the Board of Registered Nursing NCLEX Pass Rates for Los Medanos College at: <https://www.rn.ca.gov/education/passrates.shtml>

## **GENERAL EDUCATION and GRADUATION DEGREE REQUIREMENTS LOS MEDANOS COLLEGE**

It is strongly suggested that the General Education courses and Graduation Requirements be completed prior to entering the RN Program.

If you have an Associate or Bachelor's degree from another college or university, request that official transcripts be sent to the Admissions and Records Office at LMC for evaluation prior to making an appointment with an LMC counselor.

Applicants who have completed college courses at another college but have not earned a Bachelor's degree or higher will need to satisfy Los Medanos College's General Education and Graduation requirements.

## LVN TO RN TRANSITION PREREQUISITES AND CURRICULUM

**Prerequisite Courses:** These courses must be completed before you are able to apply. Refer to Phase 1, Section 3, parts A and B of the multi-criteria selection process (pages 10-11) for the minimum grade point average required in the prerequisite coursework. Catalog Rights do not pertain to prerequisite courses.

| <b>Prerequisite Courses:</b>                |   | <u>Units</u> |
|---|---|--------------|
| ENGL 100                                    | College Composition   | 3            |
| MATH-029, MATH-030,<br>MATH-110*, or higher | Accelerated Elementary & Intermediate Algebra,<br>Intermediate Algebra, Introduction to Statistics or<br>higher | 7 or 4       |
| BIOSC 40                                    | Human Anatomy**   | 5            |
| BIOSC 45                                    | Human Physiology**  | 5            |
| BIOSC 50                                    | Intro to Microbiology**#  | 4            |
| PSYCH 10 or 11                              | Gen Psych. (Psych 11 preferred)   | 3            |

\*MATH-110 is recommended for transfer to a four-year university

\*\*BIOSC 40, 45 & 50 courses do not have recency requirements.

# BIOSC 50 (Microbiology) has a chemistry prerequisite.

For questions regarding prerequisite courses taken at another college, please meet with an academic counselor.

**Oral Communications (3 units)** is required by the Board of Registered Nursing. SPCH-110 satisfies this requirement. This is not a part of the prerequisite courses. It is recommended that this course be completed prior to admission to the RN program.

**RNURS 001-Nursing Career Seminar (0.3 unit)** Advisory course: Not required, but strongly recommended.

**VONUR 020-Drug Dosage Calculations for Health Occupations (2 units)** Advisory course: Not required, but strongly recommended.

**General Education and Graduation Requirements:** Make an appointment with an LMC college counselor.

| <b>REGISTERED NURSING PROGRAM CURRICULUM</b>    | <b>UNITS</b> |
|---|--------------|
| <b>RNURS 20</b> Transition to the RN Program    | 0.3          |
| <b><u>3<sup>rd</sup> Semester</u></b>           |              |
| <b>RNURS 31</b> Nursing in Health & Illness II  | 9.5          |
| <b>RNURS 33</b> Nursing Skills Simulation III   | 1            |
| <b>RNURS 34</b> Pharmacology for RN Program III | 1            |
| <b><u>4<sup>th</sup> Semester</u></b>           |              |
| <b>RNURS 30</b> Leadership/Management           | 1            |
| <b>RNURS 36</b> Nursing in Health & Illness III | 9.5          |
| <b>RNURS 38</b> Nursing Skills Simulation IV    | 1            |
| <b>RNURS 39</b> Pharmacology for RN Program IV  | 1            |

## SELECTION POLICIES

**\*\*NOTE: Due to the COVID-19 pandemic crisis, the LMC LVN-RN Program will not be holding an application period for the Fall 2022. Given no other unforeseen circumstances, our next application for the LVN-RN program will be in January 2023, for courses beginning in Fall 2023.**

Applicants are selected for the Los Medanos College Registered Nursing Program from the qualified applicant pool. Simply meeting the minimum requirements will not guarantee admission.

- **APPLICATIONS:** All applicants, both new and those who have previously applied to the Los Medanos Registered Nursing Program, will have their name entered only once regardless of the number of times the applicant has applied.

### Minimum Requirements for qualification for the LVN o RN Applicant Pool

- A. All prerequisite courses must be completed by the end of the Fall semester before you apply.
- B. Refer to pages 10-11 for the Multi-Criteria Selection Process which details the minimum grade point average required in the prerequisite coursework in order to qualify for the RN Program.
- C. Submission of all required application materials to the Admissions and Records Office.

### Application Procedure

- A. New and returning students who have not enrolled within the Contra Costa Community College District (4CD) within the academic year must complete the online admission application.
- B. Submit the LVN to RN Program Application online (**See Appendices**)
- C. International student transcripts **MUST** be officially evaluated by an approved international transcript evaluation service. Students must select an approved member of NACES (National Association of Credential Evaluation Services) by visiting [www.naces.org](http://www.naces.org). Please check with the Admissions and Records Office for specific information that needs to be included in the evaluation.
- D. Submit official college transcripts for courses completed outside the Contra Costa Community College District (CCC, DVC, LMC) to the address below. Students may view receipt of official transcripts using the Grades – Transcripts tile on InSite.

**Los Medanos College**  
**ATTN: Admissions and Records Office – LVN to RN Application**

## SELECTION PROCESS - LVN to RN TRANSITION

Selection Priority: Available space(s) will be filled according to the following selection priorities:

1. Los Medanos College Remediation students who have completed the remediation program and passed the TEAS Version VII Exam.
2. Los Medanos College Nursing students applying for Advanced Placement
3. Qualified LVN to RN Transition Students
4. Transfer Students
5. Qualified Non-Degree applicants

### 1. Multi-criteria Screening Process for Admission to the Registered Nursing Program

The selection process will be determined using the multi-criteria screening process in accordance with California Education Code 78261 and the California Community College Chancellor's Office directive. A multi-criteria score is determined for each candidate based on previous degrees/certificates, licensure or certification in healthcare, GPA in identified coursework, life experience or special circumstances, foreign language proficiency and diagnostic assessment. Program admission will be offered to the highest scoring eligible applicants to fill available seats.

- Please refer to the *LMC ADN Program Multi-Criteria Screening Process* on pages 10-12 for information on the new multi-criteria screening process.

### 2. Notification Process: Phase II and Conditional Acceptance

- **Phase II Notifications** will be emailed to applicants' InSite e-mail address once all applications have been evaluated. This is the only means by which you will be notified. Please ensure that you check your InSite email regularly. For your convenience, you can forward your InSite e-mail to your personal e-mail account.
  - The Phase II Notification Email will include the Phase II Notification Form and an established deadline for the form to be returned. Applicants must complete and return the form by the established deadline to secure their position in Phase II. If the communication from the applicant is not received by the deadline, the applicant forfeits advancement into Phase II and will need to reapply the following application period.
  - **Information regarding TEAS Version VII Testing** date and time will be included in the Phase II Notification e-mail. We recommend that all applicants prepare for the test. Available resources include review books and the ATI website. An applicant may only participate in the LMC Remediation Program a maximum of two (2) times. If after the second admission and participating in the remediation program a second time, the applicant does not pass the ATI TEAS Version VII Exam, the applicant must complete a remediation program and successfully meet or exceed the minimum cut score of 62% at another educational institution in order to be eligible for admission in the LMC Registered Nursing Program. Please refer to page 26 for more information regarding the Remediation Program.
- **Conditional Acceptance Notifications** will be emailed to applicants' InSite e-mail address after successful completion of the TEAS Exam and Phase I and Phase II scores are calculated. This is the only means by which you will be notified of Conditional Acceptance.
  - The Conditional Acceptance Notification Email will include the Conditional Acceptance Form and an established deadline for the form to be returned. Applicants must complete and return the form by the established deadline to

secure their position in the program. If the communication from the applicant is not received by the deadline, the applicant forfeits the conditional acceptance into the program and will need to reapply the following application period.

- **Non-Acceptance** – Following the selection process, if the applicant's Student Identification Number (IDN) was not listed as conditionally accepted or alternate status on the Nursing webpage, and the applicant did not receive a conditional acceptance notification; the applicant was not selected for the program and should reapply during the next application period.

### 3. Eligibility for admission into the Registered Nursing Program – Four Step Process:

- Step 1** Phase II Notification form is received in the Nursing Department by the deadline date.
- Step 2** The Phase II Notification email, includes the following information to the applicant:
- ATI TEAS Test Version VII information and due date
    - The test will be administered by LMC to Phase II applicants.
    - Information on how submit TEAS VII transcript if exam has already been taken
    - **Do not take the test repeatedly.** Only the score from the first exam, regardless of where or when it is taken, is considered for eligibility.
- Step 3** Upon completion of the ATI TEAS Test Version VII the students with highest combined scores from Phase I and Phase II will be conditionally accepted into the program. Conditional Acceptance form must be returned by the established deadline to secure position in program.
- Step 4** Within two weeks of receiving the Conditional Acceptance form, the Nursing Department will mail a packet to the applicant that contains:
- Background check information
  - Drug testing information
  - Immunizations and health requirements

#### 4. **Not eligible** for admission into the Registered Nursing Program if any one of the following is present:

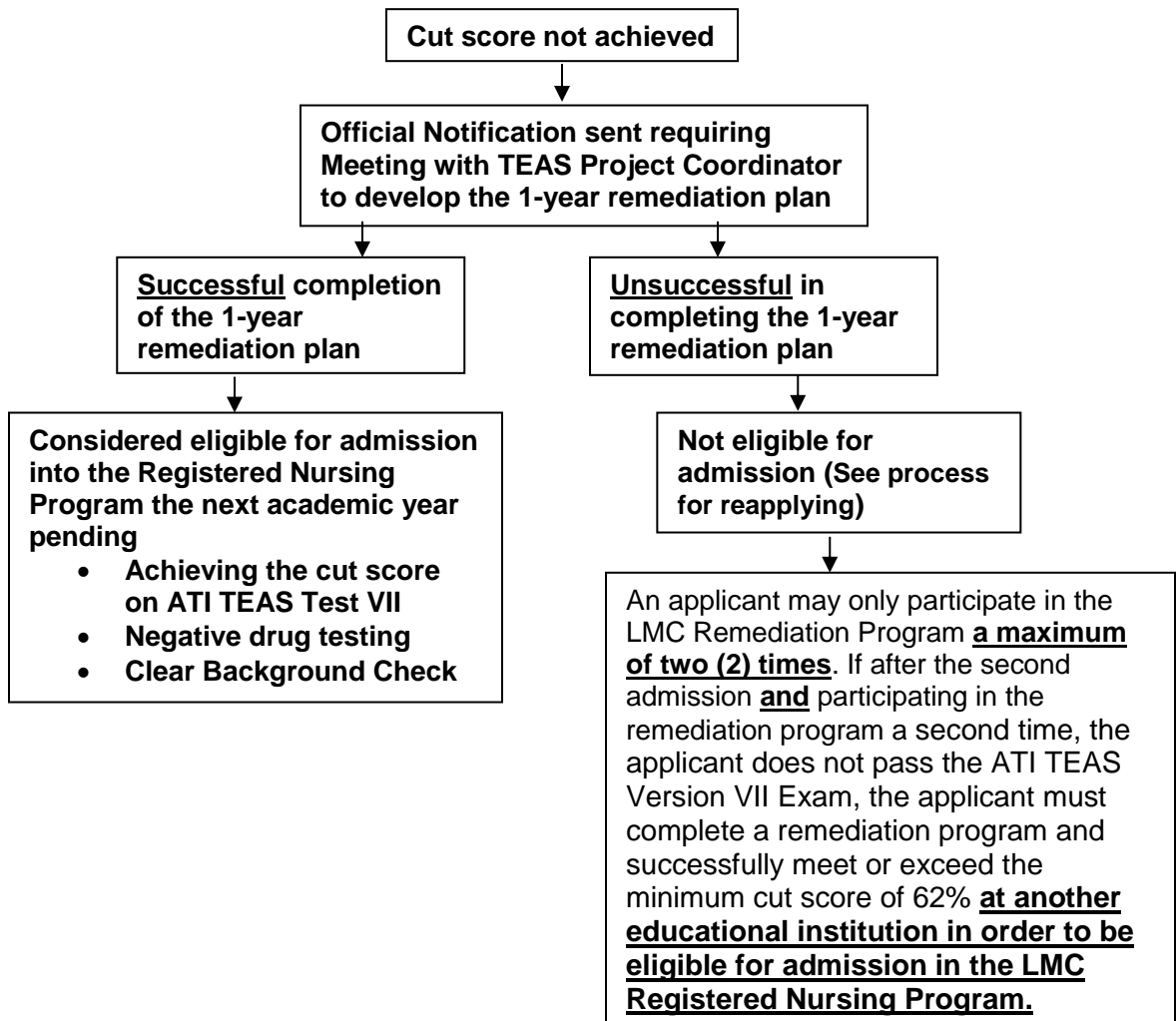
- Conditional Acceptance Form – Not submitted by due date
- Background Check – Not cleared by due date
- Drug testing information – Not cleared by due date

#### 5. If “Not eligible”, please refer to the Nursing Application Handbook for the next application date.



## 6. Remediation Process for ATI - Test for Essential Academic Skills Test (TEAS) VII (page 26):

ATI TEAS TEST Version VII CUT SCORE: 62%



## LVN to RN TRANSITION INFORMATION

**If accepted into the Program, the student must be able to:**

1. Accept clinical schedules, including evenings and/or weekends. Typical hours are generally 0645-1500 or 1445-2300. Evening shifts may be on Wednesdays and Thursdays or Thursdays and Fridays. Mondays and/or weekend shifts may be required due to clinical site availability.
2. Spend a minimum of three hours/week in simulated lab (RNURS 33 & 38).
3. Pass a physical exam, including:
  - a negative two step tuberculosis test (required prior to the start of the program and annually) or a normal chest x-ray
  - Measles, Mumps, Rubella, Varicella and Hepatitis B titers
  - Tdap vaccination
  - COVID-19 Vaccination
  - Students must comply with any additional physical requirements such as flu shots on an annual basis or other mandates required by the clinical agencies

The student is responsible for all expenses incurred by any medical visits and vaccines. The student must be covered by personal health insurance throughout the program. Due to the demanding physical rigors of the nursing programs, each student must meet the physical requirements stated in the Appendices.
4. Submit proof of current CPR certification prior to the start of the program and annually. All CPR courses must be approved by the American Heart Association. If an online CPR course is taken, it must have a lab check off component.
5. Meet assigned clinical facilities' requirement for employees/volunteers. Clinical facilities have the right to decline acceptance of any student who does NOT meet the clinical facility's requirements.
6. Comply with the Essential Functions for nursing students listed in the Appendices.

### **LVN-RN Transition Nursing Courses**

The LVN to RN Transition takes 2 semesters to complete beyond the prerequisites; students will be admitted into the third semester of the RN Program. An average weekly schedule includes: 5 hours of lecture, 3 hours of lab on campus and 18.5 hours of clinical experience every week. Lectures are typically on Tuesdays and Wednesdays during the day and clinical practice on Thursdays and Fridays on the day or the evening shift.

## **INFORMATION REGARDING LICENSURE AS REGISTERED NURSE**

See [www.rn.ca.gov](http://www.rn.ca.gov) Nurse Practice Act [TITLE 16, CALIFORNIA CODE OF REGULATIONS; BUSINESS AND PROFESSIONS CODE](#)

**Please note the following from the Board of Registered Nursing:**

**Disclosure of your social security number is mandatory.** Section 30 of the Business and Professions Code and Public Law 94-455 (42 USCA 405 (c)(2)(C)) authorizes collection of your social security number.

**If you fail to list your social security number, or you do not have a social security number, your application for initial or renewal license will not be processed.**

## REMEDATION PROGRAM INFORMATION

If an RN Program or LVN to RN Transition applicant is offered conditional acceptance and does not meet or exceed the minimum cut score of 62% on the first attempt of the TEAS Version VII Exam, a one (1) year remediation program is offered.

**\*Please note – Alternate applicants are not offered a remediation program. Only if an alternate applicant receives notification of selection, is an offer to participate in the remediation program extended.**

Following the conclusion of the selection process and TEAS testing, if a conditionally accepted applicant did not meet or exceed the minimum cut score of 62% on the TEAS Version VII Exam, an official notification will be sent via e-mail requiring a remediation appointment.

**If the conditionally accepted applicant does not respond to this e-mail** to schedule an appointment prior to the specified deadline in the e-mail, their position in the program will be **forfeited** and the applicant will need to apply during the next application period.

**If the conditionally accepted applicant does respond to this e-mail** and schedules an appointment within the deadline, the applicant will sign a remediation contract. The remediation program consists of the following:

- Mandatory meetings with the TEAS Testing/Remediation Coordinator periodically over the course of two (2) semesters (or one academic year).
- Mandatory completion of your remediation plan as outlined at the beginning of the fall and spring semesters with the TEAS Testing/Remediation Coordinator. This plan may include, but is not limited to – coursework, utilization of individualized ATI SmartPrep modules, TEAS Test Prep workshops, study materials/resources, practice exams and group meetings.
- Remediation students are also responsible for any costs incurred during the remediation program (i.e. tuition for a course assigned, workshop registration fee, flashcards, textbooks, etc.).

***If a remediation student does not adhere to the individualized remediation plan and/or to the stipulations outlined in the remediation contract, their position in the remediation program will be forfeited and they will need to apply during the next application cycle, complete the one (1) year remediation program and meet or exceed the minimum cut score of 62% on the TEAS VII.***

An applicant may only participate in the LMC Remediation Program a maximum of two (2) times. If after the second admission and participation in the remediation program a second time, the candidate must complete a remediation program at another educational institution and successfully meet or exceed the minimum cut score of 62% on TEAS Version VII. In order to substantiate completion of a remediation program at another educational institution, the applicant must submit the following: a letter from the institution stating the applicant's name, time period of remediation program and that all requirements of the remediation program were met **and** any transcripts or certificate of completed coursework/workshops.

## Policy Guidelines for Military Personnel Nursing Admission

Military Personnel and Veterans may be eligible for enrollment into Los Medanos Associate Degree Nursing Program based on the following requirements:

\*Military students who were not successful in a previous Nursing Program are not eligible to apply for admission to the Nursing Program as an Advanced Placement Student.

1. Verifiable education and experience within the last five years prior to application. (Competency may be verified for each course per program policy.)
2. Education and experience meet the requirements of the LMC ADN Program guidelines.

The following pathways are established to assist with obtaining nursing credit for previous military education and experience.

**Pathway I-** Military Health Care providers who receive a formal training and have appropriate practical experience may apply for admission as an Advanced Placement student into the second semester of the Nursing Program. Individuals included: Air Force Basic Medical Technician, Army Medic, Health Specialist, other Medical Healthcare Providers with relevant training and experience.

- a) Review Official Joint Services Transcripts to determine course credits. Core classes may be evaluated by the college for challenge availability
- b) Evaluate transcripts for prerequisite courses such as Anatomy, Physiology, Microbiology, Communication, English, and natural and social sciences coursework
- c) The LMC Nursing Department may evaluate an individual candidate's knowledge and skills levels in a formal test and/or exam, in addition to evaluation of his or her training and experience
  - Skill evaluation will include a formal skills testing of any minimum of four, not to exceed eight skills covered in the academic terms preceding the term the candidate is being admitted to

**Pathway II-** Including but not limited to (Navy Hospital Corpsman) or USAF, Independent Medical Duty Technician, (IDMT 4N0X1), Basic Medical Service Technician or Army Medical Specialist with an active California LVN license (Licensed Vocational Nurse) either through challenge (BVNPT Method 4) or successful completion of an LVN, LPN program.

- a) Admission credit will be given to applicants as an LVN to RN candidate per LMC ADN admission policies. The LVN-RN Advanced Placement students will be placed in the third semester of the RN program
- b) Admission to the program is on a space available basis as any LVN to RN Advanced Placement student
- c) All ADN prerequisites must be completed prior to application to the program
- d) Associate degree may require additional coursework per college policy
- e) Admission requirements will be the same or similar for all students

Note: Military records and transcripts must be reviewed by college admissions/records and the applicant must have an official DD214 showing service/discharge under honorable conditions. Applicant must also have evaluation reports (EPR's/CCR's) showing completion of military coursework/experience, and patient bedside care.

## REGISTERED NURSING NON-DEGREE OPTION

**\*\*NOTE: Due to the COVID-19 pandemic crisis, the LMC LVN-RN Program will not be holding an application period for the Fall 2022. Given no other unforeseen circumstances, our next application for the LVN-RN program will be in January 2023, for courses beginning in Fall 2023.**

### Board of Registered Nursing Policy (Section 1429)

California Licensed Vocational Nurses may apply for the non-degree option. This option is commonly referred to as the “30-unit” option and consists of a minimum of 9 units of biological science courses and a minimum of 21 units of second year registered nursing courses. Completion of the 30 units entitles the student to take the NCLEX Examination as an independent applicant. Successful passage entitles practice only in a limited number of states at this time.

#### Minimum Requirements for Selection

- A. Hold a valid California VN license
- B. Possess good physical and emotional health (physical exam will be required of selectees).
- C. Completion of BIOSC 45 (5 units), and BIOSC 50 (4 units).

#### Admission Procedure

- A. If you have never applied to the Contra Costa Community District colleges (DVC, CCC or LMC), you must apply online at [www.losmedanos.edu](http://www.losmedanos.edu)
- B. Submit verification of a valid California LVN license.
- C. Submit the Non-Degree RN Program Application to the Admissions and Records Office

#### Policy Regarding Non-Degree Application Selection (30-Unit Option)

30-unit option applicants will be considered for admission into the third semester only if there is space available. Priority for acceptance into the third semester will follow the selection process listed below.

Available space(s) will be filled according to the following selection priorities:

1. Los Medanos College Remediation students who have completed the remediation program and passed the TEAS Version VII Exam.
2. Los Medanos College Nursing students applying for Advanced Placement
3. Qualified LVN to RN Transition Students
4. Transfer Students
5. Qualified Non-Degree applicants

#### Course Curriculum

This program requires successful completion of the following courses:

| Course Number | Course Name   | Number of Units |
|---------------|---|-----------------|
| BIOSC 45      | Human Physiology  | 5               |
| BIOSC 50      | Microbiology  | 4               |
| RNURS 31      | Nursing in Health and Illness II                              | 9.5             |
| RNURS 34      | Pharmacology for RN Program III                               | 1               |
| RNURS 36      | Nursing in Health and Illness III                             | 9.5             |
| RNURS 39      | Pharmacology for RN Program IV                                | 1               |
|               | Nursing courses must be completed with a GPA of 2.0 or higher | 30              |

The **30 Unit Option** Registered Nursing Non-Degree Option does not lead to an Associate in Science Degree in Registered Nursing. Upon successful completion, it entitles the applicant to sit for the NCLEX-RN.

## RN PROGRAM ASSOCIATE DEGREE ADVANCED PLACEMENT / TRANSFER ADMISSIONS PROCEDURES

**\*\*NOTE: Due to the COVID-19 pandemic crisis, the LMC LVN-RN Program will not be holding an application period for the Fall 2022.**

***This also applies the 3<sup>rd</sup> Semester Advanced Placement/ Transfer Applicants***

Qualified applicants may apply for advanced placement or transfer into the RN program.

**Advanced placement** is defined as:

- applying for **readmission** into the LMC Nursing Program at a level beyond the first semester within two years of the last attendance in the LMC Registered Nursing Program.
- applying for **readmission** into the LMC **LVN-RN Transition**.

**Transfer** is defined as:

- **applying for admission** into the LMC Registered Nursing Program at a level beyond the first semester after having completed registered nursing course work at another college.
  - **All nursing courses must be completed at the time of application in order for the transfer application to be considered.**
  - **Transfer applications with “In progress” nursing courses will not be considered.**

All Advanced Placement / Transfer applicants will be considered for admission based on a space-available basis only. Available space(s) will be filled according to the following selection priorities:

1. Los Medanos College Remediation students who have completed the remediation program and passed the TEAS Version VII Exam.
2. Los Medanos College Nursing students applying for Advanced Placement
3. Qualified LVN to RN Transition Students
4. Transfer Students
5. Qualified Non-Degree applicants

**Application procedures** for transfer/advanced placement are as follows:

1. Meet the minimum requirements for the RN program (pgs. 10-12).
2. Complete courses equivalent to those required in the curriculum prior to semester of application (see ADN Program Curriculum pg. 8)
3. If you have never applied to the Contra Costa Community District colleges (DVC, CCC or LMC), you must apply online at [www.losmedanos.edu](http://www.losmedanos.edu)
4. Complete and submit the Nursing Advanced Placement application to the Admissions and Records Office during the following dates:
  - **For Spring Semester (2022) admission, apply between September 19 and October 14, 2022**
5. Have official copies of all college transcripts sent from previous college(s) to the Los Medanos College Admissions and Records Office by the established deadline. Foreign student transcripts

**must** be officially evaluated by an approved foreign transcript evaluation service. Foreign evaluation service must be an approved member of the National Association of Credential Evaluation Services (NACES) [www.naces.org](http://www.naces.org).

6. Indicate which semester you are applying for on the application form.
7. **If requested** by the Nursing Department, transfer students must submit course outlines, syllabi or other materials giving evidence of previously learned content.
8. **Transfer applicants** may be required to pass a Math exam, a Theory and Pharmacology Exam on the content covered in the previous semester, and a Skills Competency Exam. If applicable, the transfer applicant may be required to pay for the cost of any exam or skills lab equipment used in the evaluation process.
9. Advanced Placement students are not required to take the assessment exams.
10. **Confirmation of Application Submission:** Once the online application is submitted, the webpage will immediately direct to a confirmation of submission. The applicant will also receive an email confirming their application was successfully submitted.

#### **Conditional Acceptance into the Nursing Program,**

- The applicant is required to comply with the Eligibility for Admission Process – Four Step Process (See below)
- Complete all requirements for the Associate in Science Degree in Registered Nursing.
- Transfer students must successfully pass the assessment exams.

#### **Eligibility for admission – Four Step Process:**

- |               |   |
|---------------|---|
| <b>Step 1</b> | Phase II form is received in the Nursing Department by the deadline date.   |
| <b>Step 2</b> | <b>For Transfer Applicants Only</b> – Within two weeks of receiving the Phase II form, the Nursing Department will e-mail the following information to the applicant: <ul style="list-style-type: none"><li>• ATI TEAS Test Version VII information and due date</li><li>• <b><u>Do not take the test repeatedly.</u></b> Only the score from the first exam, regardless of where or when it is taken, is considered for eligibility.</li></ul> |
| <b>Step 3</b> | Upon completion of the ATI TEAS Test Version VII the applicant will be notified of conditional acceptance into the program. Conditional Acceptance form must be returned by the established deadline to secure position in program.   |



## GENERAL INFORMATION FOR ALL NURSING APPLICANTS

### Estimated Costs:

|   | <b>RN<br/>4 Semesters</b>  |
|---|----------------------------|
| Enrollment Fee (\$46 per unit although subject to change)   | 2,162                      |
| Physical examination, lab fees, and immunizations**<br><b>(**Immunizations are mandatory for clinical experience).</b>                                    | 250.00 – 300.00            |
| Uniforms, shoes, lab coat, patch  | 100.00 – 250.00            |
| Stethoscope and watch with second hand  | 15.00 – 150.00             |
| Books   | 900.00                     |
| Mask Fit Testing  | 20.00 – 45.00              |
| Lab Kits  | 80.00-150.00<br>(per year) |
| Background check/drug testing varies depending on counties searched and ImmuniTrax (immunization tracking system)   | 90.00-150.00               |
| HealthStream Orientation  | 20.00 – 25.00<br>per year  |
| CPR Certification   | 55.00 – 100.00             |
| Clinical site parking   | 40.00 – 60.00              |
| Comprehensive Predictor Exam (HESI Exit Exam)   | 50.00 – 100.00             |
| Licensure expenses (at completion of program)   | 500.00 – 600.00            |
| Parking per semester (on campus)  | 48.00                      |
| <b>Total Estimated Cost<br/>\$4,450.00 - \$5,215.00</b>   |                            |
| Non-California residents will pay additional fees (refer to the Los Medanos Schedule of Classes or College Catalog for current fees).                     |                            |
| <b>Additional fees may apply each semester due to unforeseen mandated clinical or college requirements (flu vaccines, increase in college fees, etc).</b> |                            |

There are no dormitories or college supervised housing accommodations available at Los Medanos College. Students assume responsibility for their own room, board, and transportation.

### Transportation

Clinical times and clinical sites vary depending on the hospital. Some of the hospitals utilized may be outside of Contra Costa County. Students are responsible for their own transportation to the assigned clinical sites. Carpooling to clinical sites cannot be guaranteed. It is recommended that every student have his or her own car.

### Advisory Committee

The nursing programs are served by a Nursing Advisory Committee composed of representatives from local health care facilities, faculty and students. The advisory committee assists the nursing faculty in planning and evaluating the curriculum to ensure currency of content and practice.

## **GENERAL INFORMATION FOR ALL NURSING APPLICANTS .**

### **DSP&S – Disabled Student Program and Services**

The DSP&S Office is committed to providing opportunities for students with disabilities to fully participate in all college programs. A variety of services/accommodations are available for students with identified disabilities. To contact the DSP&S Office please visit their webpage at <https://www.losmedanos.edu/dsps/contact.aspx>.

Any request for accommodations in the clinical setting or for off campus training should be referred to a DSP&S counselor. Keep in mind that individual institutions that host the College's Vocational Nursing programs may have their own rules and regulations that must be followed and not all accommodations that are requested may be feasible, permissible, or reasonable. Therefore, the DSP&S staff will work together with the students, the faculty, and the clinical institution/training program to determine the appropriate accommodations and to facilitate the implementation of those accommodations.

### **Financial Aid**

Financial aid is available to students in the form of loans, grants, enrollment fee waivers and employment. For information, the Financial Aid Office contact webpage <https://www.losmedanos.edu/financialaid/contact.aspx>.

### **Counseling Services**

The College provides a staff of professional counselors. You are encouraged to make use of the counseling services. To contact Counseling Services please visit their webpage at <https://www.losmedanos.edu/counseling/contact.aspx>.

## **DEFERMENT OF ADMISSION FOR APPLICANTS WITH A TEMPORARY MAJOR MEDICAL CONDITION**

This policy applies to an applicant who has submitted the Conditional Acceptance form and is **eligible for admission** into the Registered Nursing Program.

### **This is considered an admission to the nursing program.**

In the event that the applicant develops or presents with a temporary health condition **before the first day of class** that interferes with the applicant's ability to meet the immunization or health requirements of the program, then the applicant may apply for a deferment of admission.

The deferment will be for only two (2) years. Therefore, the applicant needs to be prepared to enter within two (2) years as a readmitted student (see Additional Information #1).

### **Procedure**

1. Prior to the first day of class, the applicant must write a letter explaining the situation to the Director of the Nursing Program. Medical documentation indicating the applicant's inability to participate in clinical practice must accompany the deferment request letter.
2. The Director of the Nursing Program will review and discuss with the course faculty team the applicant's request and medical documentation. The Director will notify the applicant in writing of the decision of the faculty team.
3. The applicant must submit a new Nursing Application online during the next two (2) application periods.
4. The applicant must comply with any additional admission requirements listed in the Nursing Applicant Handbook for the current year of application.

### **Additional Information**

1. **A student may be readmitted to the nursing program one time only. Therefore, the new applicant, upon returning from deferment the following year, is considered to be readmitted and is no longer eligible for an additional readmission.**
2. **Upon returning, the applicant will be required to complete a background check and the drug screening.**
3. **If the applicant does not submit the nursing application within the two (2) year timeframe or is unable to begin the program within the timeframe, the granted deferment will not be extended.**
4. **A student may be readmitted to the nursing program one time only. A student who has previously been admitted to the RN program, but was unable to complete the program for any reason, may NOT defer their second admission into the RN program.**

# APPENDICES

## FORMS:

- **FIRST GENERATION COLLEGE STUDENT ESSAY**
- **DIFFICULT PERSONAL AND FAMILY SITUATION/CIRCUMSTANCES FORM**
- **LANGUAGE PROFICIENCY DOCUMENTATION**

## APPLICATIONS:

- **REGISTERED NURSING PROGRAM**
- **LVN to RN TRANSITION**
- **ADVANCED PLACEMENT/TRANSFER APPLICATION**

## INFORMATION:

- **ESSENTIAL FUNCTIONS**
- **BACKGROUND CHECK INFORMATION**
- **DRUG SCREEN POLICY**

Applicant Name: \_\_\_\_\_

LMC Student IDN: \_\_\_\_\_

**Los Medanos College Nursing Program  
Documentation Form**

**First Generation College Student Essay**

Please describe below in detail how you qualify as a first generation college student (in essay format):

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

Applicant Name: \_\_\_\_\_

LMC Student IDN: \_\_\_\_\_

### **Los Medanos College Nursing Program Documentation Form**

#### **Difficult Personal or Family Situations or Circumstances**

Please describe in detail your difficult personal or family situation/circumstances: \_\_\_\_\_

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

## Los Medanos College Nursing Program

### Foreign Language Documentation Form

Applicant: If you are proficient in a language other than English and wish to apply for Multi-criteria points in this area please complete and submit this documentation form use this form to certify proficiency. The completed form should be submitted with your application packet.

SECTION 1 – Student completes this section

Applicant's Name: \_\_\_\_\_ Student I.D. # \_\_\_\_\_  
Last Name First Name

SECTION 2 – Please have someone who can verify that you are proficient in a language other than English complete this form. The person completing this proficiency certification must:

1. be fluent in the identified foreign language and
2. have known the applicant and observed his/her language skills in the past year and
3. not be a close family member or friend.

Certification of proficiency in the language of \_\_\_\_\_

Contact information:

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Organization: \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

1. How long have you known the applicant and in what capacity?

.....  
.....  
.....

2. How often have you observed the applicant conversing/translating in this language?

Daily       2+ days per week       1 day a week       Other: \_\_\_\_\_

Please answer the following questions:

|  | Yes                      | No                       |
|--|--------------------------|--------------------------|
| Is the applicant able to translate using this language in a medical emergency? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the applicant proficient in writing this language?                          | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the applicant proficient in speaking this language?                         | <input type="checkbox"/> | <input type="checkbox"/> |

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

Signature \_\_\_\_\_

Date \_\_\_\_\_

# **LOS MEDANOS COLLEGE REGISTERED NURSING PROGRAM**

## **APPLICATION**



# **APPLICATION TO THE REGISTERED NURSING PROGRAM LOS MEDANOS COLLEGE**

**Please remember to submit your application by February 4,  
2022**

# LOS MEDANOS COLLEGE

## LVN to RN TRANSITION

***\*\*NOTE: Due to the COVID-19 pandemic crisis, the LMC LVN-RN Program will not be holding an application period for the Fall 2022. Given no other unforeseen circumstances, our next application for the LVN-RN program will be in January 2023, for courses beginning in Fall 2023.***

# APPLICATION TO THE LVN to RN TRANSITION LOS MEDANOS COLLEGE

***\*\*NOTE: Due to the COVID-19 pandemic crisis, the LMC LVN-RN Program will not be holding an application period for the Fall 2022. Given no other unforeseen circumstances, our next application for the LVN-RN program will be in January 2023, for courses beginning in Fall 2023.***

# **LOS MEDANOS COLLEGE ADVANCED PLACEMENT / TRANSFER APPLICATION**

# **ADVANCED PLACEMENT / TRANSFER APPLICATION FORM**

**Please remember the following dates**

**For Spring Semester (2023) admission submit  
your application between September 19 and  
October 15, 2022**

## **Essential Functions Registered Nursing Students**

The Americans with Disabilities Act (ADA) of 1990 was instituted by Congress to prohibit discrimination against qualified individuals with disabilities. The ADA defines a qualified individual with a disability as an individual who, with reasonable accommodations, can perform the essential functions of the employment position that such individual holds or desires. In addition, the Rehabilitation act of 1973 prohibits discrimination in the admission of a qualified person with disabilities.

Reasonable accommodations for students with disabilities, either temporary or permanent, will be considered on a case-by-case basis and in consultation with the Disabled Students Program and the clinical agencies as appropriate.

To enter into and to complete the nursing programs, nursing students must be able to meet the emotional, cognitive, and physical requirements listed below:

### **Emotional Requirements:**

The nursing program is a rigorous program, both in academic study and in the acquisition and practice of clinical skills. The student must have sufficient emotional stability to perform under stress and provide safe nursing care to clients in the clinical setting while being observed by the instructors and other health care professionals.

### **Cognitive Requirements:**

The student must have sufficient cognitive ability to listen, speak, read, write, reason and perform mathematical functions (addition, subtraction, multiplication, division, percentages, and fractions with or without a calculator) at a level that allows processing and understanding of materials and information presented either verbally or in written format.

### **Physical Requirements:**

Nursing students are required to travel to clinical facilities (i.e., outpatient, acute care settings, skilled facilities) and to have the endurance to adapt to a physically demanding program.

The following physical requirements are necessary for the nursing program:

1. **Strength:** sufficient strength to lift, move, and transfer most clients, to restrain and carry children, to move and carry equipment, and to perform CPR according to the American Heart Association guidelines.
2. **Mobility:** sufficient mobility to bend, stoop, and bend down to the floor; a combination of strength, dexterity, mobility and coordination to assist clients; the ability to move around rapidly, and move in small, confined spaces.
3. **Fine Motor Movements:** required to manipulate syringes and IV's, to assist clients with feeding and hygiene needs, to write in charts and use computer keyboards, to perform sterile and other skilled procedures.
4. **Speech:** ability to speak clearly in order to communicate with staff, physicians, clients, and families, and to be understood on the telephone.

5. **Communication:** able to communicate in English both verbally and in the written format so that students can communicate nursing actions, interpret client responses, initiate health teaching, document observations, interactions, interventions, and nursing care. Document and understand nursing activities, interact with clients, families, staff, and faculty.
6. **Vision:** sufficient to make physical assessment of client and to accurately and safely use and apply client equipment.
7. **Hearing:** sufficient to accurately hear on the telephone, to be able to hear through a stethoscope to discriminate sounds, to hear cries for help, to hear alarms on equipment and emergency signals, and various overhead pages.
8. **Touch:** ability to palpate both superficially and deeply to discriminate tactile sensations.

In an eight-hour work day, the student is expected to be able to:

| ACTIVITY                   | RARELY<br>(1-10%) | OCCASIONALLY<br>(11-33%) | FREQUENTLY<br>(34-66%) |
|----------------------------|-------------------|--------------------------|------------------------|
| Bend/Stoop                 |                   |                          | X                      |
| Squat                      |                   |                          | X                      |
| Reach above shoulder level |                   |                          | X                      |
| Kneel                      |                   |                          | X                      |
| Push/pull                  |                   |                          | X                      |

| Weight Requirements |               |                       |                    |            |            |            |
|---------------------|---------------|-----------------------|--------------------|------------|------------|------------|
|                     | <u>N</u> ever | <u>O</u> ccasionally- | <u>F</u> requently |            |            |            |
| Activity            | 0-10 Lbs.     | 11-24 Lbs.            | 25-34 Lbs.         | 35-50 Lbs. | 51-74 Lbs. | 75-100 Lbs |
| Lifting             | F             | F                     | F                  | F          | O          | O          |
| Carrying            | F             | F                     | O                  | O          | O          | O          |
| Push/pull           | F             | F                     | F                  | F          | F          | F          |

## BACKGROUND CHECK INFORMATION

### NATURE AND SCOPE OF INVESTIGATIVE CONSUMER REPORT

- Social Security Number Trace
- Felony Criminal Conviction Record Search
- Combined OIG/GSA Excluded Parties/Debarment Search

Civil Code Section 1786.22.

- (a) An investigative consumer reporting agency shall supply files and information required under Section 1786.10 during normal business hours and on reasonable notice.
- (b) Files maintained on a consumer shall be made available for the consumer's visual inspection, as follows:
  - (1) In person, if he appears in person and furnishes proper identification. A copy of his file shall also be available to the consumer for a fee not to exceed the actual cost of duplication services provided.
  - (2) By certified mail, if he makes a written request, with proper identification, for copies to be sent to a specified addressee. Investigative consumer reporting agencies complying with requests for certified mailings under this section shall not be liable for disclosures to third parties caused by mishandling of mail after such mailings leave the investigative consumer reporting agencies.
  - (3) A summary of all information contained in the files on a consumer and required to be provided by Section 1786.10 shall be provided by telephone, if the consumer has made a written request, with proper identification for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or charged to the consumer.
- (c) The term "proper identification" as used in subdivision (b) shall mean that information generally deemed sufficient to identify a person. Such information includes documentation such as a valid driver's license, social security account number, military identification card, and credit cards. Only if the consumer is unable to reasonably identify himself with the information described above, may an investigative consumer reporting agency require additional information concerning the consumer's employment and personal or family history in order to verify his identity.
- (d) The investigative consumer reporting agency shall provide trained personnel to explain to the consumer any information furnished him pursuant to Section 1786.10.
- (e) The investigative consumer reporting agency shall provide a written explanation of any coded information contained in files maintained on a consumer. This written explanation shall be distributed whenever a file is provided to a consumer for visual inspection as required under Section 1786.22.
- (f) The consumer shall be permitted to be accompanied by one other person of his choosing, who shall furnish reasonable identification. An investigative consumer reporting agency may require the consumer to furnish a written statement granting permission to the consumer reporting agency to discuss the consumer's file in such person's presence.



## DRUG SCREEN POLICY

**A nursing applicant, conditionally accepted into the nursing program, must have a negative urine drug test to be eligible for admission and to remain in the nursing program.**

The drug screen follows the National Institute on Drug Abuse guidelines and screens for 10 substances, as designated in the Substance Abuse Panel 10, "SAP 10." These substances are: amphetamines, barbiturates, benzodiazepines, cocaine metabolites, marijuana metabolites, methadone, opiates, phencyclidine, and propoxyphene. SAP 10 test results that fall outside of any of the acceptable ranges are considered positive test results and are automatically sent for a separate confirmatory test by a gas chromatography mass spectrometry method. If these results are positive, the test results are sent to a medical review officer who will review the results. The medical review officer will then contact the student to determine if there is a valid prescription for the drug in question. If a valid prescription exists and is verified, the test result will be deemed negative and acceptable.

### Procedure

1. Complete online Corporate Screening process for drug testing.
2. The applicant will go to the laboratory and submit the urine specimen by the due date.
3. The laboratory will submit the results to Corporate Screening. The results may take up to 10 days.
4. The applicant will need to submit another urine specimen at an additional cost to the applicant if
  - the applicant's urine is diluted and the test cannot be performed
  - the laboratory reports questionable specimen collection\*
5. A positive drug test makes the nursing applicant ineligible for admission into the nursing program for the academic year. The applicant will need to reapply as indicated in the Nursing Application Handbook and comply with any new selection criteria for the application year.

### Additional Information

**\* If questionable specimen collection is documented by the laboratory, the applicant must adhere to any recommended guidelines for submission of a follow-up specimen.**

**Recommended guidelines may include but are not limited to:**

- direct observed specimen collection
- additional costs to the applicant (\$100.00 or more)