NURSING

Los Medanos College

Nursing Applicant Handbook

Information on admission to:

• Registered Nursing Program    - Fall 2006
• LVN to RN Transition Program - Fall 2006
• Vocational Nursing Program    - Fall 2006
# Nursing Applicant Handbook

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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.

We offer two Nursing Programs: The Vocational Nursing Program and the Registered Nursing Program, which includes an LVN to RN option.

The programs offer an integrated curriculum, which prepares the graduates for the challenges in today’s nursing.

Graduates completing the Registered Nursing Program will receive an Associate in Science Degree in Nursing and qualify to take the State Board 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 Program requires successful completion of prerequisites, co-requisites and the second year of the RN Program.

Graduates completing the Vocational Nursing Program will receive a Certificate and qualify to take the State Board Examination (NCLEX-PN) for licensure as a vocational nurse (LVN).

The Vocational Nursing Program requires three semesters.

**IF YOU ARE INTERESTED IN A CAREER IN NURSING PLEASE:**

1. Register for the Nursing Career Seminar – RNURS 1 – a required prerequisite course. This is a one-day class that will give you information about nursing in general and the LMC Nursing Programs. You will also have an opportunity to meet students presently in the Programs. Bring this handbook to the seminar.

2. After reading the Nursing Applicant Handbook, make an appointment with an LMC counselor for assistance in selecting courses.

3. If you have further questions about the Nursing Programs at LMC, you are welcome to call the Nursing Department Secretary at (925) 439-2181, ext. 3286.

GENERAL INFORMATION

1. This handbook applies to requirements for the Registered Nursing Programs, Fall 2006, and Vocational Nursing Program, Fall 2006.

2. The application, selection, and admission processes for the nursing programs are coordinated by the Admissions Office and any inquiries regarding entry should be directed to this office. Application forms are found with Appendix C in the back of this handbook. Be sure to note application deadlines.

3. Program planning, advising, and career counseling are provided by the counseling staff. Appointments for counseling may be made in Room 413 or by telephoning (925) 439-2181, ext. 3334. For specific questions regarding the Nursing Programs, you may contact the Nursing Department at (925) 439-2181, ext. 3286.

4. The Los Medanos College Catalog contains a Mission Statement and information about academic policies and course descriptions. It should be read in conjunction with the Nursing Applicant Handbook and is available at the Los Medanos College Bookstore.

5. The Nursing Applicant Handbook is revised annually and is designed to provide information that will assist you in becoming better acquainted with the policies and procedures governing entry into the nursing programs. **You are responsible for determining how the revisions, if any, will affect your application.**
PROGRAM DESCRIPTION

The Vocational Nursing Program requires three semesters of academic work and clinical experience which meets the Basic Curriculum guidelines set forth in Section 2533, Rules and Regulations of the Board of Vocational Nurse and Psychiatric Technician. These Guidelines are:

The Vocational Nursing Program shall include, but is not limited to, theory and correlated clinical experience which develops the knowledge, skills and abilities necessary to care for clients of all ages in current health care settings. The curriculum content is taught in a sequence that results in student’s progressive mastery of knowledge, skills, and abilities.

PHILOSOPHY AND OBJECTIVES—VOCATIONAL NURSING

The Vocational Nursing Program abides by the general policies of Contra Costa Community College District and supports the educational philosophy of Los Medanos College.

Vocational Nursing is an integral and essential part of all nursing. The Vocational Nursing program is a self-contained course of nursing education which draws identifiable concepts from nursing and blends them into an integrated whole of learning experiences to produce an effective practitioner within the defined scope of practice.

The vocational nurse is prepared to assume responsibility under the direction of a registered nurse or physician when giving nursing care in simple situations and assisting with nursing care in more complex nursing situations.
VOCATIONAL NURSING CURRICULUM
(Refer to the LMC Catalog for course descriptions.)

<table>
<thead>
<tr>
<th>Prerequisite Course</th>
<th>Units</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>RNURS 1*</td>
<td>.3</td>
<td>6</td>
</tr>
</tbody>
</table>

Courses Proposed As Prerequisites:
The following six (6) non-nursing courses are part of the VN curriculum and are required for the Certificate of Achievement in Vocational Nursing and Los Medanos College graduation requirement. To progress in the Vocational Nursing Program, students must earn a grade of “C” or better in each nursing and non-nursing course.

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Total Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOSC 30*</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>MATH 18</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>COMSC 49</td>
<td>1.5</td>
<td>3</td>
</tr>
<tr>
<td>ENGLISH 90</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>NUTRI 55</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>VONUR</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

* Satisfactory course completion shall be no more than five years prior to acceptance into the program.
Math and Computer Science Literacy are required at Los Medanos College. Proficiency for English can be met by passing a proficiency test at English 10S level or take English 90.

First Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Hours/Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>VONUR 4</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>VONUR 5</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>VONUR 6</td>
<td>5.5</td>
<td>19</td>
</tr>
<tr>
<td>VONUR 7</td>
<td>1</td>
<td>1</td>
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</table>

Second Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Hours/Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>VONUR 10</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>VONUR 11</td>
<td>5</td>
<td>5</td>
</tr>
<tr>
<td>VONUR 12</td>
<td>5.5</td>
<td>19</td>
</tr>
</tbody>
</table>

Third Semester

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
<th>Hours/Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>VONUR 15</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>VONUR 16</td>
<td>6</td>
<td>6</td>
</tr>
<tr>
<td>VONUR 17</td>
<td>5.5</td>
<td>19</td>
</tr>
<tr>
<td>VONUR 18</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

ADMISSION & SELECTION PROCEDURES
Candidates will be selected from among those applicants who meet the Los Medanos College Vocational Nursing program-pre-entrance requirements.
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MINIMUM REQUIREMENTS FOR CONSIDERATION OF SELECTION

1. U. S. high school graduation or completion of GED is required by the California Nurse Practice Act, Section 2866. The applicant is responsible to provide OFFICIAL TRANSCRIPTS or other ORIGINAL DOCUMENTS which verify completion of this requirement.

2. Foreign high school graduation and/or other course work MUST be officially evaluated by an approved foreign transcript evaluation service. Application forms for this service are available in the Admissions Office and at the Counseling Desk or go to apie.org.

3. Evidence of good physical and emotional health. A physical exam with specific lab work is required of all selectees.

4. It is recommended that each selectee attend the New Student Orientation, unless you are exempt. The orientation is a three hour session which includes:
   - general information about college procedures and requirements
   - assistance from a counselor with first-semester planning strategies and appropriate course selection

   **An assessment test is required prior to this orientation session**

   ***The New Student Orientation is required prior to attendance of RNURS 1, the Nursing Careers Seminar***

5. Completion of RNURS 1, Nursing Careers Seminar

6. All supporting documentation, including transcripts from other colleges, evidence of completion of twelfth grade or GED, and work experience must be submitted by the application deadline. (Incomplete applications will not be considered for applicant pool.)

APPLICATION PROCEDURE

<table>
<thead>
<tr>
<th>Step</th>
<th>Fall Semester 2006</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Submit VN application form* and the Los Medanos College Application between:</td>
</tr>
<tr>
<td></td>
<td>2. Arrange to have an official copy of high school transcript or equivalent sent directly to the Admissions Office: Attn: VN..........by:</td>
</tr>
<tr>
<td></td>
<td>3. Enroll and complete the Nursing Careers Seminar (RNURS 1)........by:</td>
</tr>
<tr>
<td></td>
<td>4. Submit any work experience to the Admissions Office........by:</td>
</tr>
</tbody>
</table>

All application materials necessary to the admission’s process are available in the Office of Admissions

*DO NOT CALL the Admissions Office for verification of receipt. Please include a self addressed, stamped postcard with each form or transcript(s) submitted by mail to verify receipt. Identify on the postcard what transcript/form you are submitting.
NOTIFICATION OF THE STATUS OR APPLICATION

Applicants will be notified by MAIL at the end of June, 2006 regarding acceptance or non-acceptance (including reason) into the VN program by date specified.

PLEASE TO NOT CALL the Admissions Office regarding the date of mailing or your status as the volume of phone calls could delay timely notification of candidates.

A written response regarding accepting a space in the program must be received by the date specified on the reply form in the acceptance packet. If no response is received by this date, it will be assumed that the applicant is no longer interested in admission to the program.
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If accepted into the program, the student must be able to:
1. Work flexible schedules, including some evenings and/or weekends.
2. Visit the hospital the day or evening prior to scheduled clinical experience for client selection and/or assessment.
3. Pass a physical examination, including negative tuberculin testing (PPD), measles (rubeola & rubella) titre varicella positive immunity, and be covered by personal health insurance through the program. Each student is also required to obtain Hepatitis B immunization.
4. Submit proof of current CPR certification/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. This may include passing a background check and drug testing. Clinical facilities have a right to decline the acceptance of any student should they NOT meet their requirements. If reasonable attempts by the program to place a student in an appropriate clinical facility are unsuccessful, then that student will be unable to meet stated clinical objectives and will be withdrawn from the program.

VOCATIONAL NURSING SELECTION CRITERIA

Applicants meeting the minimum requirements for admission to the Vocational Nursing Program will be ranked according to the point system stated below. Those receiving 30 or more points will be placed in the applicant pool from which candidates will be chosen by computerized random selection for entrance into the Vocational Nursing Program. Changes in the criteria for selection may be made due to extenuating circumstances. Repeat candidates in the qualified applicant pool will be given additional consideration in the randomized selection process by having their names entered twice.

Must Have Documented Proof of GED or High School Diploma

<table>
<thead>
<tr>
<th>Course Completion 30 points</th>
<th>Five points for completion of each of the following courses, with a grade of “C” or better:</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 18</td>
<td>Mathematics for Health Sciences</td>
</tr>
<tr>
<td>BIOSC 30*</td>
<td>Introduction to Anatomy and Physiology</td>
</tr>
<tr>
<td>NUTRI 55</td>
<td>Introduction to Nutrition</td>
</tr>
<tr>
<td>ENGLISH 90</td>
<td>Integrated Reading, Writing and Critical Thinking</td>
</tr>
<tr>
<td></td>
<td><strong>Eligibility for English 10 by assessment testing</strong></td>
</tr>
<tr>
<td>COMSC 49</td>
<td>Computer Literacy</td>
</tr>
<tr>
<td>VONUR</td>
<td>Medical Terminology</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Work Experience 10 points</th>
<th>Health Care Work Experience:</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 points</td>
<td>10 points for one year of full time (40 hours a week) healthcare service. Examples of work would include: nurse aide/orderly, psychiatric technician, practicing EMT, medical office receptionist/assistant, and clinic worker. Verification of work experience is accepted only on form(s) available in the admissions office or in the appendix at the end of this handbook. An employer or supervisor must complete the work verification form.</td>
</tr>
</tbody>
</table>

*Note five-year recency requirement
ADVANCED PLACEMENT ADMISSION PROCEDURES—VOCATIONAL NURSING

Advanced placement applies only to entrance into the second and/or third semester of the VN program.

Advanced placement procedures apply to applicants who have completed equivalent Vocational Nursing education and experience beyond the first semester in an educational facility other than Los Medanos College. Applicants who may qualify for this selection include Vocational Nursing students with previous experience in another program or graduates from other health-related programs whose experience is equivalent to that required for advanced standing. Application procedures for advanced placement are as follows:

1. Meet the minimum requirements for consideration for selection described in Section 3.5.
2. Completion of nursing program courses or equivalent as listed in the curriculum prior to semester of requested advanced placement. Biological Science 30 or equivalent must have been completed within the past five years with a minimum of a “C” grade or better.
3. Complete the LMC admissions application and the nursing advanced placement application forms* and return completed forms to the Admissions Office during the following dates:
   - January 15th to March 15th—Fall Semester
   - August 15th to November 15th—Spring Semester
4. Arrange to have an official copy of high school transcript* or equivalent and any college transcripts) sent directly to the Admissions Office, Attn: Advanced Placement LVN (during the dates listed in Number 3).
5. a. Pass a written examination with a minimum of “C” grade. The exam will encompass previous semester(s) content. The student will be contacted by the Nursing Office regarding examination dates.
   b. Pass a competency examination which will serve as an assessment of clinical knowledge and skills.

Placement Evaluation
1. A written placement examination based upon content covered in the semester prior to admission.
2. A competency examination administered by one or more vocational nursing instructors at Los Medanos College. The examination will be conducted in the classroom laboratory on campus and shall include satisfactory demonstration of appropriate procedures which any student who was enrolled in the first or second semesters has successfully completed.

A list of recommended textbooks and workbooks will be furnished upon request.

*DO NOT CALL the Admissions Office for verification of receipt. Please include a self addressed, stamped postcard with each form or transcript(s) submitted by mail to verify receipt. Identify on the postcard what transcript/form you are submitting.
TRANSFER CREDIT

Transfer credit for students admitted to the Vocational Nursing Program shall be given for related previous education completed within the last five years. This includes the following courses:

- Accredited vocational or Practical nursing courses
- Accredited Registered Nursing courses
- Accredited Psychiatric Technician courses
- Armed services nursing courses
- Certified nurse assistant courses
- Other relevant courses

Competency-based credit shall be granted for knowledge and/or skills acquired through experience. Credit shall be determined by written and/or practical examinations.

Note: Authority cited: Section 2854 Business and Professions Code. Reference: Section 2881.1, Business and Professions Code

For more information regarding transfer credit, see the Director of the Vocational Nursing Program.
REGISTERED NURSING PROGRAM

Program Description

The Registered Nursing Program requires two academic years beyond the completion of the prerequisite courses. Graduates who complete the prescribed basic curriculum earn an Associate in Science Degree in Nursing (A.D.N.) and are eligible to take the examination for licensure as a Registered Nurse in California (NCLEX).

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 behaviors. Like the vocational nurse, the registered nurse has a basic foundation of procedural skills.

The Los Medanos College Registered Nursing Curriculum is based upon the basic standards for competent performance of a nurse as defined in Section 1443.5, Rules and Regulations, California State Board of Nursing:

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.


HISTORY: New section filed 6-17-85; effective thirtieth day thereafter (Register 85, No. 25).
Los Medanos College
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**Associate Degree Nursing Program Philosophy**

The ADN faculty believe that we can best serve our community by educating its future Registered Nurses to a recognized standard of excellence. We are committed to helping to promote success in our students. To achieve this goal we try to create a learning environment that demands critical thinking, respect and an emphasis on 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” program 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 as a professional member.

**Registered Nursing Curriculum**

On page 13 you will find the ADN course requirements

*Refer to the LMC Catalog for Course Descriptions.*

**Prerequisite Courses** (See Page 13)

- Note that a grade of “C” or better must be earned in each course.
- Overall GPA must be 3.0 in prerequisite courses to qualify for The RN candidate pool.
- Prerequisite courses must be completed by the Spring semester prior to entering the Program.

The **Nursing Career Seminar** is a requirement for all applicants and should be taken early, as it will be valuable in planning for your nursing career. This one-day seminar will provide excellent information about nursing careers, nursing education and nursing programs at LMC. A panel with current students will share their experiences and answer questions.

**English, Math and Psychology** are 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. A new math class, (Math 18—Math for Health Sciences) is available for nursing students. This class will provide an excellent opportunity to learn the specific drug calculations required for nursing. 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.

Note: LMC microbiology has a chemistry prerequisite. Microbiology relies heavily on chemistry for many topics and requires comfort with basic laboratory techniques. CHEM 5 meets this prerequisite, but this course does not transfer, and if you plan to continue your education, you may want a different chemistry class. *Please talk to your counselor.*

It is recommended that you start with anatomy and Chem 5 and take physiology and microbiology later. All three science courses are challenging and require significant time commitment. If you have extensive job and/or family commitments, you will probably be better off taking one science course per semester.

Note: There is a recency requirement for the sciences; they must be completed within 10 years. It is possible to request a waiver of the recency because of experience, training or education. This form is available in the Admissions Office.
Graduation Requirements (See Page 13)

These courses are general education requirements for LMC, except the Speech class, which is required by the Board of Registered Nursing.

It is strongly suggested that as many of these courses as possible are completed prior to entering the RN Program.

If you have a degree from another college or university, you might already have met some of these general education requirements. Request that official transcripts be sent to the Admissions Office at LMC for evaluation prior to making an appointment with an LMC counselor.

Applicants who have completed general education requirements at another college but have not earned a degree will have to satisfy Los Medanos College’s general education requirements.

Registered Nursing Courses (See Page 13)

The Registered Nursing Program requires 2 years beyond the prerequisites. An average weekly schedule includes: 5-6 hours of lecture, 3 hours lab on campus and 15 hours clinical experience every week. The lectures are usually on Tue/Wed and clinical Thu/Fri days. In some semesters the clinical will be on evening shifts, either Wed/Thu or Thu/Fri. Occasionally, other days of the week will be used for clinical. Students are expected to visit the clinical site the day prior to clinical to gather data on assigned clients. Clinical experience will be provided in a variety of local healthcare facilities and specialty areas.
# ADN Program Curriculum

## Prerequisite Courses:
These courses must be completed by the end of the Spring Semester prior to entering the Nurses Program. A 3.0 grade point average is needed in the prerequisite courses to qualify for the applicant pool. Prerequisite course grades of less than 2.0 or "C" are not accepted.

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RNURS 1</td>
<td>Nursing Careers Seminar</td>
<td>.3</td>
</tr>
<tr>
<td>ENGL 10S</td>
<td>College Composition #</td>
<td>3</td>
</tr>
<tr>
<td>MATH 15 Or 18</td>
<td>Liberal Arts Math or Math for Health Sciences or higher #</td>
<td>3</td>
</tr>
<tr>
<td>BIOSC 40</td>
<td>Human Anatomy**</td>
<td>4</td>
</tr>
<tr>
<td>BIOSC 45</td>
<td>Human Physiology**</td>
<td>5</td>
</tr>
<tr>
<td>BIOSC 50LS</td>
<td>Intro to Microbiology**</td>
<td>4</td>
</tr>
<tr>
<td>PSYCH 10LS or 11LS</td>
<td>Gen Psych. # (Psych 11 preferred)</td>
<td>3</td>
</tr>
</tbody>
</table>

**BIOSC 40, 45, & 50 must be completed within 10 years.
#Higher level classes in Math may qualify as prerequisite courses for GPA consideration.
##Microbiology has a Chemistry prereq.; CHEM 5 or any other college level chemistry fulfills this requirement at LMC.

## Graduation Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMSC 49</td>
<td>*Computer Literacy</td>
<td>1.5</td>
</tr>
<tr>
<td>or One:</td>
<td>BUS 18,35, 65, 66, 67, 68, COMSC 40, 60,CNT10 or11</td>
<td>(3-4)</td>
</tr>
<tr>
<td>SPEECH 40 LS</td>
<td>Oral Communication</td>
<td>3</td>
</tr>
<tr>
<td>POLSC 5LS OR 6LS</td>
<td>American Inst. &amp; Ideals</td>
<td>3</td>
</tr>
</tbody>
</table>

Take one of the following Social Science GE courses:
- ECON 5LS, 10LS, 11LS, POLSC 43LS, SOCSC 45LS, ADJUS 120L
- HIST 34LS, 35LS, 36LS, 37LS, 38LS

Take one of the following Creative Arts GE courses:
- ART 5LS, 6LS, 7LS, 8LS, DRAMA 15LS, 16LS, 30S, 70LS,71L
- MUSIC 10LS, 12LS, 15LS

Ethnic Multicultural Course
(SOCSC 45LS AND DRAMA 15LS are approved to fulfill requirements for GE and as an Ethnic/Multicultural course).

2 Units of PE are required for graduation.
*or pass examination
(BIOSC 5 and Ethical Inquiry are not required for RN students).  

## Registered Nursing Curriculum

<table>
<thead>
<tr>
<th>Semester</th>
<th>Course</th>
<th>Title</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>RNURS 22</td>
<td>Foundations of Nursing Practice</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>RNURS 23</td>
<td>Nursing Skills Simulation I</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>RNURS 24</td>
<td>Pharm for RN Program I</td>
<td>1</td>
</tr>
<tr>
<td>2nd</td>
<td>RNURS 26</td>
<td>Nursing in Health &amp; Illness I</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>RNURS 27</td>
<td>Nursing Skills Simulation II</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>RNURS 28</td>
<td>Pharm for RN Program II</td>
<td>1</td>
</tr>
<tr>
<td>3rd</td>
<td>RNURS 31</td>
<td>Nursing in Health &amp; Illness II</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>RNURS 33</td>
<td>Nursing Skills Simulation III</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>RNURS 34</td>
<td>Pharm for RN Program III</td>
<td>1</td>
</tr>
<tr>
<td>4th</td>
<td>RNURS 30</td>
<td>Leadership/Management</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>RNURS 36</td>
<td>Nursing in Health &amp; Illness III</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>RNURS 38</td>
<td>Nursing Skills Simulation IV</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>RNURS 39</td>
<td>Pharm for RN Program IV</td>
<td>1</td>
</tr>
</tbody>
</table>
Admission and Selection Policies/Procedures
Candidates are selected for the Los Medanos College Registered Nursing Program from among qualified applicants. Meeting minimum requirements will not guarantee admission; selection is made by random computerized selection. Repeat candidates in the qualified applicant pool will be given additional consideration in the randomized selection process by having their names entered twice. If a qualified candidate has applied twice previously, his/her name will be entered four times and if not selected this time, he/she will be placed at the top of the alternate list.

If a qualified applicant has already been admitted once to the program but withdrew before the completion of the first semester, that candidate will not be eligible to have his/her name entered more than once in the lottery.

Minimum Requirements for Selection
A. A grade of “C” or better must be earned in each course. An overall GPA must be 3.0 in prerequisite courses to qualify for the RN candidate pool. The prerequisite courses must be completed by the end of the Spring semester prior to entering the program. Applicants are advised to complete all prerequisite courses at Los Medanos College to avoid any confusion regarding equivalency. The Admissions Office determines equivalency of courses.

Note: A waiver of recency requirement for science courses because of experience, training, or education may be requested in writing and submitted to the Admissions Office on forms available in that office. The same process applies to appeals regarding any Handbook Policy.

B. Evidence of good physical and emotional health (physical exam required of selectees).

C. Successful completion of Los Medanos College proficiency examination in math if course not taken.

D. Submission of all required application materials* to the Office of Admissions by the deadlines.

Application Procedure
A. Submit the RN program application form and the Los Medanos College Admissions Form to the Admissions Office between December 1 and March 15. *(included after Appendix).

B. Submit official copies of all college transcripts* to the Los Medanos College Admissions Office by March 15 (addressed: ATTN: RN Program). Foreign student transcripts MUST be officially evaluated by an approved foreign transcript evaluation service. Application forms for this service are available in the Admissions Office and the Counseling desk or at apie.org.

C. Document satisfactory completion of each Spring “in progress” prerequisite course that you are taking at other colleges. Have your instructor(s) complete the appropriate form in your application packet (COURSE COMPLETION FORM—colleges other than LMC) and submit it to the Los Medanos College Admissions Office by June 9, 2006.*

ALL APPLICATION MATERIALS NECESSARY TO THE ADMISSIONS PROCESS ARE AVAILABLE IN THE BACK OF THE APPLICANT HANDBOOK AND IN THE ADMISSIONS OFFICE. PLEASE NOTE DEADLINES AS NO LATE MATERIALS WILL BE ACCEPTED.*

*Do not call the Admissions Office for verification of receipt. Please include a self-addressed, stamped postcard with each form or transcript submitted by mail to verify receipt. Identify on the postcard what form/transcript you are submitting.
Selection Criteria
The selection process seeks to identify those individuals who have the necessary knowledge, abilities, and commitment to undertake and successfully complete the Registered Nursing Program. Applicants with a 3.0 grade point average in prerequisite courses will be placed in the applicant pool. Candidates will be chosen by computerized random selection for entrance into the Registered Nursing Program. Changes in the criteria for selection may be made due to extenuating circumstances.

Notification of Acceptance
Applicants will be notified by mail of acceptance or non-acceptance into the RN Program at the end of June. Please do not call the Admissions Office or the Health Sciences Office regarding the date of mailing or your status, as the volume of phone calls delays timely notification of candidates.

A written response regarding accepting a space in the program must be received by the date specified on the reply form in the acceptance packet. If no response is received by this date, it will be assumed that the applicant is no longer interested in admission to the program.

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

1. Work day or evening shifts in scheduled clinical facilities. Typical hours are either 0700-1500 or 1500-2300. Evening shifts may be on Wednesdays and Thursdays.
2. Visit the hospital the day or evening prior to scheduled clinical experience for patient data collection.
3. Spend a minimum of three hours/week in simulated lab (RNURS 23, 27, 33 & 38).
4. Pass a physical exam, including negative tuberculosis testing or a normal chest x-ray, rubeola and rubella titre, varicella positive immunity, polio immunization, and be covered by personal health insurance throughout the program. Each student is also required to obtain Hepatitis B immunization. Due to the demanding rigors of the nursing programs, each student must meet the physical requirements stated in Appendix B.
5. Submit yearly evidence of negative TB testing or a normal chest x-ray prior to progression to the second year of the program.
6. Submit proof of current CPR certification annually.
7. Meet assigned clinical facilities’ requirements for employees/volunteers. This may include passing a background check and drug testing. Clinical facilities may have the right to decline accepting a student if the student does not meet their requirements. If reasonable attempts by the program to place a student in an appropriate clinical facility are unsuccessful, then that student will be unable to meet clinical objectives and will be withdrawn from the program.

INFORMATION REGARDING LICENSURE AS REGISTERED NURSE

The California Board of Registered Nursing protects the public by screening applicants for licensure in order to identify potentially unsafe practitioners.

See Appendix "C" for BRN’s policy statement on Denial of Licensure.
LICENSED VOCATIONAL NURSING TO REGISTERED NURSING PROGRAM

This program was developed because of a strong belief in the principle of providing an opportunity for nurses to move from one level of nursing practice to another without unnecessary duplication of previously learned knowledge and skills. The philosophy and objectives for this Program are the same as those for the basic Registered Nursing Program.

This program provides an opportunity for California Licensed Vocational Nurses to enter the second year of the Registered Nursing Program after completing the stated prerequisites. A waiver of the first year nursing courses acknowledges previous VN education as evidenced by a valid California Vocational Nursing License. Each student who successfully completes the requirements earns an Associate in Science Degree in Nursing and is qualified to take the California State Board examination for licensure to practice as a registered nurse.

LVN TO RN PROGRAM CURRICULUM

Prerequisite Courses (See Page 18)

- Note that a grade of “C” or better must be earned in each course.
- Overall GPA must be 3.0 in specified prerequisite courses to qualify for the RN candidate pool.
- Prerequisite courses must be completed by the end of the Spring semester prior to entering the program.

The Nursing Career Seminar is a requirement for all applicants and should be taken early, as it will be valuable in planning for your nursing career. This one-day seminar will provide excellent information about nursing careers, nursing education and the nursing programs at LMC. A panel with current students will share their experiences and answer questions.

English, Math and Psychology are 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. A new math class, (Math 18—Math for Health Sciences) is available for nursing students. This class provides an excellent opportunity to learn the specific drug calculations required for nursing. 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.

Note that at LMC microbiology has a chemistry prerequisite. Microbiology relies heavily on chemistry for many topics and requires comfort with basic laboratory technique. CHEM 5 meets this prerequisite, but this course does not transfer, and if you plan to continue your education, you may want a different chemistry class. Please talk to your counselor.

It is recommended that you start with anatomy and Chem 5 and take physiology and microbiology later. All three science courses are challenging and require significant time commitment. If you have extensive job and/or family commitments, you will probably be better off taking one science course per semester.

Note: There is a recency requirement for the sciences; they must be completed within 10 years. It is possible to request a waiver of the recency because of experience, training or education. This form is available in the Admissions Office.
GRADUATION REQUIREMENTS (See Page 18)

These courses are general education requirements for LMC, except the Speech class, which is required by the Board of Registered Nursing.

It is strongly suggested that as many of these courses as possible are completed prior to entering the RN Program.

If you have a degree from another college or university, you might already have met some of these general education requirements. Request that official transcript be sent to the Admissions Office at LMC for evaluation.

NURSING COURSES (See Page 18)

The LVN to RN Program requires 2 semesters beyond the prerequisites; students will enter into the third semester of the RN Program. An average weekly schedule includes: 5-6 hours of lecture, 3 hours lab on campus and 15 hours clinical experience. The lectures are usually on Tue/Wed and clinical Thu/Fri days. In some semesters the clinical will be on evening shifts, either Wed/Thu or Thu/Fri. Occasionally, other days of the week will be used for clinical. Students are expected to visit the clinical site the day prior to clinical to gather data on assigned clients. Clinical experience will be provided in a variety of local healthcare facilities and specialty areas.

LVN WORK EXPERIENCE:

It is highly recommended that LVN tot RN candidates have recent work experience in an acute care facility (hospital) in order to be successful in meeting clinical objectives in the second year of the program. Second year nursing students are given a multi-client assignment. Students are expected to demonstrate the ability to perform accurate physical assessments and to organize and prioritize.
LVN TO RN PROGRAM CURRICULUM

Prerequisite Courses: These courses must be completed by the end of the Spring Semester prior to entering the Nursing Program. A 3.0 grade point average for the following prerequisite courses is needed to qualify for the applicant pool: Eng 10S, Math 15 or 18, Biosc 40, 45, 50LS, and Psych 10 or 11. This is the same requirement needed to qualify to enter the first year of the program. In addition, the applicant must also complete a three unit course listed below in both Social Science and Creative Arts. These six units, however, will not be used to calculate the qualifying grade point average.

<table>
<thead>
<tr>
<th>Prerequisite Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RNURS 1</td>
<td>Nursing Careers Seminar</td>
</tr>
<tr>
<td>ENGL 10S</td>
<td>College Composition #</td>
</tr>
<tr>
<td>MATH 15 Or 18</td>
<td>Liberal Arts Math or Math for Health Sciences or higher #</td>
</tr>
<tr>
<td>BIOSC 40</td>
<td>Human Anatomy**</td>
</tr>
<tr>
<td>BIOSC 45</td>
<td>Human Physiology**</td>
</tr>
<tr>
<td>BIOSC 50LS</td>
<td>Intro to Microbiology**</td>
</tr>
<tr>
<td>PSYCH 10LS or 11LS</td>
<td>Gen Psychology # (Psych 11 preferred)</td>
</tr>
<tr>
<td>Take one of the following Social Science GE courses:</td>
<td>3</td>
</tr>
<tr>
<td>ECON 5LS,10LS,11LS, POLSC 43LS, SOCSC 45LS, ADJUS 120L, HIST 34LS, 35LS, 36LS, 37LS, 38LS</td>
<td></td>
</tr>
<tr>
<td>Take one of the following Creative Arts GE courses:</td>
<td>3</td>
</tr>
<tr>
<td>ART 5LS, 6LS, 7LS, 8LS, DRAMA 15LS, 16LS, 30S, 70LS,71L</td>
<td></td>
</tr>
<tr>
<td>MUSIC 10LS, 12LS, 15LS</td>
<td></td>
</tr>
<tr>
<td>BIOSC 40, 45, &amp; 50 must be completed within 10 years.</td>
<td></td>
</tr>
<tr>
<td>#Higher level classes in English, Math and Psychology may qualify as prerequisite courses for GPA considerations.</td>
<td></td>
</tr>
<tr>
<td>##Microbiology has a Chemistry prerequisite; CHEM 5 or any other college level Chemistry fulfills this requirement at LMC.</td>
<td></td>
</tr>
<tr>
<td>(BIOSC 5 and Ethical Inquiry are not required for RN Students)</td>
<td></td>
</tr>
</tbody>
</table>

GRADUATION REQUIREMENTS:

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMSC 49</td>
<td>*Computer Literacy</td>
</tr>
<tr>
<td>or one:</td>
<td>BUS 18,35, 65, 66, 67, 68, COMSC 40, 60,CNT 10 or 11</td>
</tr>
<tr>
<td>POLSC 5LS or 6LS</td>
<td>American Inst. &amp; Ideals</td>
</tr>
<tr>
<td>SPEECH 40LS</td>
<td>Oral Communication</td>
</tr>
<tr>
<td>Ethnic/Multicultural Course</td>
<td>3</td>
</tr>
<tr>
<td>DRAMA 15LS and SOCSC 45LS are approved to fulfill requirements for</td>
<td></td>
</tr>
<tr>
<td>GE and Ethnic/Multicultural course)</td>
<td></td>
</tr>
<tr>
<td>2 Units of PE are required for graduation</td>
<td>2</td>
</tr>
<tr>
<td>*or pass examination</td>
<td></td>
</tr>
</tbody>
</table>

REGISTERED NURSING CURRICULUM

<table>
<thead>
<tr>
<th>Course</th>
<th>Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>RNURS 20</td>
<td>Bridge for Transition students</td>
</tr>
<tr>
<td>3rd Semester</td>
<td></td>
</tr>
<tr>
<td>RNURS 31</td>
<td>Nursing in Health &amp; Illness II</td>
</tr>
<tr>
<td>RNURS 33</td>
<td>Nursing Skills Simulation III</td>
</tr>
<tr>
<td>RNURS 34</td>
<td>Pharm for RN Program III</td>
</tr>
<tr>
<td>4th Semester</td>
<td></td>
</tr>
<tr>
<td>RNURS 30</td>
<td>Leadership/Management</td>
</tr>
<tr>
<td>RNURS 36</td>
<td>Nursing in Health &amp; Illness III</td>
</tr>
<tr>
<td>RNURS 38</td>
<td>Nursing Skills Simulation IV</td>
</tr>
<tr>
<td>RNURS 39</td>
<td>Pharm for RN Program IV</td>
</tr>
</tbody>
</table>
Admission and Selection Procedures
Candidates are selected for the Los Medanos College LVN to RN Program from among those applicants who meet the pre-entrance requirements. Meeting minimum requirements will not guarantee admission; selection is made by random computerized selection from qualified applicants. Changes in the criteria for selection may be made due to extenuating circumstances. Repeat candidates in the qualified applicant pool will be given additional consideration in the randomized selection process by having their names entered twice. If a qualified candidate has applied twice previously, his/her name will be entered four times and if not selected this time, he/she will be placed at the top of the alternate list. If a qualified applicant has already been admitted once to the program but withdrew before the completion of the semester, that candidate will not be eligible to have his/her name entered more than once in the lottery.

Minimum Requirements for Selection
A. Completion of prerequisite courses with a GPA of 3.0 or higher and at least a grade of “C” or better in each course by the end of Spring semester of the year for which application is made. Applicants are advised to complete all prerequisite courses at Los Medanos College to avoid any confusion regarding equivalency. The Admissions Office determines equivalency of courses.

Note: A waiver of recency requirement for science courses because of experience, training, or education may be requested in writing and submitted to the Admissions Office on forms available in that office. The same process applies to appeals regarding any Handbook Policy.

B. Evidence of good physical and emotional health (physical exam required of selectees).

C. Successful completion of Los Medanos College proficiency examination in math if course not taken.

D. Submission of all required application materials* to the Office of Admissions by the deadlines.

E. Work Experience: Documentation of work experience as an LVN/Interim permittee.

Application Procedure
A. Submit the LVN to RN Program Application (form included after Appendices) and the LMC Admissions form to the Admissions Office between December 1 and March 15.

B. Submit official copies of all college transcripts to the LMC Admissions Office by March 15 (addressed: ATTN: LVN-to-RN Transition Program).* Foreign student transcripts MUST be officially evaluated by an approved foreign transcript evaluation service. Application forms for this service are available in the Admissions Office and at the Counseling desk or at apie.org.

C. Document satisfactory completion of each Spring “in-progress” prerequisite course that you are taking at other colleges. Have your instructors complete the appropriate form in you application packet (COURSE COMPETITION FORM—colleges other than Los Medanos College included after Application form) and submit* it to the Los Medanos College Admissions Office by June 9, 2006.

ALL APPLICATION MATERIALS NECESSARY TO THE ADMISSIONS PROCESS ARE AVAILABLE IN THE BACK OF THE APPLICANT HANDBOOK AND THE OFFICE OF ADMISSIONS.

*Do not call the Admissions Office for verification of receipt. Please include a self-addressed, stamped postcard with each form or transcript submitted by mail to verify receipt. Identify on the postcard what form/transcript you are submitting.
Selection Criteria
The selection process seeks to identify those individuals who have the necessary knowledge, abilities, and commitment to undertake and successfully complete the RN program. Qualified candidates will be placed in the applicant pool. Candidates will be chosen by computerized random selection for entrance into the RN program. Changes in the criteria for selection may be made due to extenuating circumstances.

Notification of Acceptance
Applicants will be notified by mail of acceptance or non-acceptance into the LVN-to-RN transition program at the end of June.

PLEASE DO NOT CALL THE ADMISSIONS OFFICE OR THE NURSING DEPARTMENT REGARDING THE DATE OF MAILING OR YOUR STATUS AS THE VOLUME OF TELEPHONE CALLS DELAYS TIMELY NOTIFICATION OF CANDIDATES.

A written response regarding accepting a space in the program must be received by the date specified on the reply form in the acceptance packet. If no response is received by this date, it will be assumed that the applicant is no longer interested in admission to the program.

If accepted into the program, the student must be able to:
1. Work day or evening shifts in scheduled clinical facilities. Typical hours are either 0700-1500 or 1500 to 2300.
2. Visit the hospital the day or evening prior to scheduled clinical experience for patient data collection.
3. Spend a minimum of three hours/week in simulated lab (RNURS 33 & 38).
4. Pass a physical exam, including negative tuberculosis testing or a normal chest x-ray, rubeola and rubella titre, varicella positive immunity, polio immunity, and be covered by personal health insurance throughout the program. Each student is also required to obtain Hepatitis B immunization. Due to the demanding physical rigors of the nursing programs, each student must meet the physical requirements stated in Appendix B.
5. Submit proof of current CPR certification.
6. Meet assigned clinical facilities’ requirements for employees/volunteers. This may include passing a background check and drug testing. Clinical facilities have the right to decline accepting a student if he/she does not meet their requirements. If reasonable attempts by the program to place a student in an appropriate clinical facility are unsuccessful, then that student will be unable to meet clinical objectives and will be withdrawn from the program.

INFORMATION REGARDING LICENSURE AS REGISTERED NURSE
The California Board of Registered Nursing (BRN) protects the public by screening applicants for licensure in order to identify potentially unsafe practitioners.

See Appendix “C” for BRN’s policy statement on Denial of Licensure.
REGISTERED NURSING NON-DEGREE PROGRAM

Board of Registered Nursing Policy (Section 1429)

California licensed vocational nurses may apply for the non-degree program. This program is commonly referred to as the “30-unit” option and consists of a minimum of 10 units of biological science courses and a minimum of 20 units of second year registered nursing courses. Completion of the 30 units entitles the student to take the NCLEX Examination. Successful passage entitles practice only in California 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), 50 (4 units), and (1 unit). BIOSC 40 is recommended but not required.

Admission Procedure
A. Submit verification of a valid California LVN license.
B. Submit the Non-Degree RN Program Application Form and the Los Medanos College Admissions Application Form to the Admissions Office between December 1 and March 15.

Policy Regarding Non-Degree Application Selection (30-Unit Option)
30-unit option candidates will be considered for admission to the third semester under the following circumstances:
A. Competition for any available space(s) will be according to the following priorities:
   1. Los Medanos College re-entering students
   2. Qualified LVN-RN degree applicants beyond those accepted in the regular transition spaces
   3. Advanced placement students
   4. Qualified non-degree applicants

Course Curriculum
This program requires successful completion of the following courses:

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Number of Units</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOSC 45</td>
<td>Human Physiology</td>
<td>5</td>
</tr>
<tr>
<td>BIOSC 50LS</td>
<td>Introduction to Microbiology</td>
<td>4</td>
</tr>
<tr>
<td>BIOSC 098</td>
<td>Independent Study in Biological Science</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>BIOSC courses must be completed with a GPA of 3.0 or better</td>
<td></td>
</tr>
<tr>
<td>RNURS 31</td>
<td>Nursing in Health and Illness II</td>
<td>9</td>
</tr>
<tr>
<td>RNURS 34</td>
<td>Pharmacology for RN Program III</td>
<td>1</td>
</tr>
<tr>
<td>RNURS 36</td>
<td>Nursing in Health and Illness III</td>
<td>9</td>
</tr>
<tr>
<td>RNURS 39</td>
<td>Pharmacology for RN Program IV</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>Nursing courses must be completed with a GPA of 2.0 or better</td>
<td>30</td>
</tr>
</tbody>
</table>
Los Medanos College
Nursing Applicant Handbook

This program does not lead to an Associate in Science Degree in Registered Nursing on graduation from a state approved RN program. It entitles the graduate to write the examination for licensure as a registered nurse only in the State of California.
RN PROGRAM ASSOCIATE DEGREE
ADVANCED PLACEMENT ADMISSIONS PROCEDURES

Qualified applicants may apply for advanced placement in the RN program. Advanced placement is defined as entering the Program at a level beyond the first semester.

Applicants will be admitted on a space-available basis only.

Applicants who may qualify for this selection include students with previous experience in a registered nursing program. Application procedures for advanced placement are as follows:

1. Meet the minimum requirements for consideration for selection (Page 13).

2. Complete courses equivalent to those required in the curriculum prior to semester of application. Biological Science 40, 45, and 50LS must have been completed within ten (10) years of acceptance into the Program.

   Note: A waiver of recency requirements for science courses because of experience, training, or education may be requested in writing and submitted to the Admissions Office.

3. Complete the Los Medanos College Admissions Application and the Nursing Advanced Placement Application forms* and return completed forms to the Admissions Office during the following dates:
   - Fall Semester ................January 15 to March 15
   - Spring Semester............August 15 to November 15

4. Have official copies of all college transcripts* sent directly from prior college(s) to the Los Medanos College Admissions Office during the dates specified (addressed: ATTN: RN Program—Advanced Placement).

   Foreign student transcripts must be officially evaluated by an approved foreign transcript evaluation service.* Application forms for this service are available in the Admissions Office and at the Counseling desk or at apie.org.

5. Submit course outlines syllabi or other materials giving evidence of content to the Nursing Department office. The applicant may be required to pass written and performance placement examinations, encompassing previously learned nursing content with a maximum of “C” grade in each test.

Following acceptance to the Program, the student will be required to complete all requirements for the Associate in Science Degree in Registered Nursing.

*Do not call the Admissions Office for verification of receipt. Please include a self-addressed, stamped postcard with each form or transcript submitted by mail to verify receipt. Identify on the postcard what form/transcript you are submitting.
GENERAL INFORMATION FOR NURSING APPLICANTS

Approximate Costs

<table>
<thead>
<tr>
<th>Item</th>
<th>LVN 3 Semesters</th>
<th>RN 4 Semesters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Fee:</td>
<td>Varies</td>
<td>Varies</td>
</tr>
<tr>
<td>Physical examination, lab fees, and immunizations**</td>
<td>250.00</td>
<td>250.00</td>
</tr>
<tr>
<td>Uniforms, shoes, stethoscope, lab coat, watch with second hand</td>
<td>200.00</td>
<td>250.00</td>
</tr>
<tr>
<td>Books</td>
<td>600.00</td>
<td>900.00</td>
</tr>
<tr>
<td>Lab Kits</td>
<td>70.00</td>
<td>60.00-150.00</td>
</tr>
<tr>
<td>Background check/drug testing varies</td>
<td>15.00-90.00</td>
<td>15.00-90.00</td>
</tr>
<tr>
<td>Licensure expenses (at completion of program)</td>
<td>250.00</td>
<td>350.00</td>
</tr>
<tr>
<td>Parking per semester</td>
<td>35.00</td>
<td>35.00</td>
</tr>
<tr>
<td><strong>Total Estimated Cost</strong></td>
<td>+$1,495.00</td>
<td>+$2,025.00</td>
</tr>
</tbody>
</table>

Non-California residents may owe an additional fee per unit (see Section 11.2 of this handbook and the college catalog). Fees may be increased annually.

**Immunization mandatory for clinical

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
The students’ clinical times and clinical sites will vary depending on the hospital. Some of the hospitals utilized may be outside of Contra Costa County. It is advisable that all students have a valid California driver’s license and a reliable car at their disposal.

Age
There is no upper age limit.

Advisory Committees
The nursing programs are served by a Nursing Advisory Committee composed of representatives from local health care facilities, faculty and students. The committee assists in planning and evaluating the curriculum to ensure currency of content and practice.
Student Services
See the college catalog for a complete list of student services.

Financial Aid: Financial aid is available to students in the form of loans, grants, enrollment fee waivers and employment. For information, contact the Financial Aid Office at Los Medanos College, (925) 439-2181; Concord area: (925) 798-3500, ext. 3291.

Counseling Services: The College provides a staff of professional instructors and counselors. You are encouraged to make use of the services. To do so, please contact the receptionist at the Counseling Center (room 413) for information and/or make an appointment with the counselor of your choice. Telephone number: (925) 439-2181, ext. 3334.
Los Medanos College
Vocational Nursing Program
Application Information

APPLICATION PERIOD: December 1, 2005 to March 15, 2006

All applications will be processed subject to the policies and requirements stated in the current edition of this handbook.

APPLICATION PROCESS:

*Complete and return the attached form and a Los Medanos College Admissions application to the Los Medanos College Admissions Office.**

*Complete RNURS 1 at Los Medanos College (required). See current schedule of classes.

*Courses Proposed as Prerequisites at other college must have official transcripts in a sealed envelope sent directly from the college(s) to the Los Medanos College Admissions Office.** (If you are enrolled during the Spring 2006 in Courses Proposed as Prerequisites, you must submit additional documentation as noted below).

*Submit documentation of work experience on the authorized form. Work experience verification forms must be mailed directly to Los Medanos Admissions Office by your employer in the employer’s letterhead envelope. Work experience forms submitted in any other manner are subject to disqualification.

*If you are enrolled in courses proposed as prerequisites at other colleges during the SPRING 2006 Semester, you must submit the following records to the Los Medanos College Admissions Office no later than the indicated dates below:

1) MARCH 15, 2006: An unofficial copy of your Spring 2006 schedule;
2) JUNE 9, 2006: Copies of CONFIRMATION OF COURSE COMPLETION signed by instructor(s) for all in-progress courses;
See Nursing Applicant Handbook for additional required deadline dates.

**All correspondence should be sent to the following address:

Los Medanos College—Admissions Office
Attn: Vocational Nursing Program
2700 East Leland Rd.
Pittsburg, CA 94565

IMPORTANT: ALL APPLICATION PAPERWORK IS DUE IN THE LOS MEDANOS ADMISSIONS OFFICE NO LATER THAN MARCH 15, 2006.
LOS MEDANOS COLLEGE
VOCATIONAL NURSING APPLICATION

Complete and return to LMC admissions Office no later than March 15, 2006.

NAME: _____________________________________________________________________________

LAST FIRST MIDDLE SS#

Maiden or other name(s) pertaining to scholastic records:________________________________

Address: ____________________________ Phone: ____________________

City: ________________________________ Zip: _______________________

E-Mail Address: ___________________________ Cell Phone: _____________________

Have you previously applied to the LMC Vocational Nursing Program? YES (    ) NO (    )

I have read the CURRENT Nursing Applicant Handbook and understand my responsibilities. I attest to the accuracy of the information entered on this application form.

SIGNATURE: ______________________________________________________________________

Date: ______________________________

Return this form to:
Los Medanos College – Admissions Office
Attn: Vocational Nursing Program
2700 East Leland Road
Pittsburg, CA 94656

DEADLINE: March 15, 2006

*******DO NOT WRITE BELOW THIS LINE*******

Prerequisites and Course Completion

Prerequisites: High School Graduation (or U.S. 12th grade equivalency) YES ( ) NO ( )

RNURS 1 – Nursing Seminar: Semester Taken _______________

Course completion:

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<tr>
<th>COMPLETION</th>
<th>SEMESTER/YEAR</th>
<th>COLLEGE</th>
<th>GRADE</th>
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<td>BIOSC 30**</td>
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<td>ENGL 90</td>
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<td>NUTRI 55</td>
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<td>PSYCH 11LS</td>
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<td>MATH 1 &amp; 2*+#</td>
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<td>COMSC Proficiency</td>
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Work Experience: __________________________ Course Completion Pts: __________

Previous Degree YES ( ) NO ( )

Date: __________________________ Total: _______________

** Must be completed within 10 yrs. prior to acceptance into program
* OR may be satisfied with proficiency test
# “C” or better for proficiency
+OR any 3 semester unit college math
LOS MEDANOS COLLEGE
VOCATIONAL NURSING PROGRAM
VERIFICATION OF WORK EXPERIENCE

Applicant: Please complete top section – DO NOT LEAVE ANY BLANK SPACES

Print: _______________________________________________________________________________
Applicant’s Name Applicant’s SS#

Applicant’s Job Title: _________________________________________________________________

Employer: ___________________________________________________________________________
Hospital/Medical Office/Other

Employer’s Address: __________________________________________________________________
Street & Number City & State Zip

Employer’s Phone: ____________________________________

Note: Employment dates may not extend beyond last date of application period, MARCH 15, 2006
and/or date of verification signed form.

Employed from: ________________________________  to  __________________________________
Month & Year Month & Year

AVERAGE hours employee worked per week _______X______=Total Hours Worked ________
No. Wks. Worked

DO NOT DETACH THIS BOTTOM PORTION – KEEP FORM INTACT

This section to be completed by EMPLOYER, returned in letterhead business envelope and
mailed by Employer directly to:  Los Medanos College Admissions Office, Attn: Nursing
Program Applications, 2700 E. Leland Rd., Pittsburg, CA 94565

The dates of employment & average hours worked per
week indicated above by the applicant are correct:  YES (   )  NO (   )
If no, please indicate correction here: __________________________________________

While in my employment, the applicant’s work experience involved
DIRECT PATIENT CARE in a clinical setting or its equivalent,
e.g., Nurse Aide/Orderly, Psychiatric Technician,
Practicing EMT, etc.:  or Medical Assistant  YES (   )  NO (   )

While in my employment, the applicant’s work experience
DID NOT INVOLVE DIRECT PATIENT CARE
but did involve RELATED HEALTH CARE SERVICE,
e.g., Medical Office Receptionist/Assistant, Admissions Clerk,
Ward Clerk, Physical Therapy Technician, Laboratory Technician,
Clinic Worker:
Signature of verifying personnel: __________________________ Date: __________________

Printed Name & Title: __________________________ Phone: __________________

******************************************************************************
Admissions only: WORK EXPERIENCE POINTS
APPLICATION TO
THE REGISTERED NURSING PROGRAM
LOS MEDANOS COLLEGE

Applicant: _____________________________________________________

Last First Middle

Other surnames used: ________________________________________

SS#: _______________________________

Address: _____________________________________________

Phone: ___________________________ email: ___________________________

<table>
<thead>
<tr>
<th>Prerequisites</th>
<th>Completed</th>
<th>*In Progress:</th>
<th>Where</th>
<th>When</th>
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Official transcripts for course work completed outside the Contra Costa College District must be sent to the Admissions Office by March 15.

*In progress require proof of registration.

Have you previously applied to the LMC Program? Yes No

Are you applying to other RN Programs? Yes No

If yes, which program(s)?

Have you been accepted to other RN Programs? Yes No

Have you attended other RN Programs? Yes No

Reason for not completing: ______________________________________________________

I have read the current NURSING APPLICANT HANDBOOK and understand my responsibilities. I attest to the accuracy of the information entered on this application form.

Signature: ___________________________________ Date: _____________________

Return this form by March 15 to: Los Medanos College—ADMISSIONS OFFICE
Attn: Registered Nursing Program
2700 E. Leland Rd.
Pittsburg, CA 94565

If you would like to verify that we received your application, please include self-addressed, stamped postcard.
APPLICATION TO
THE LVN-RN TRANSITION NURSING PROGRAM
LOS MEDANOS COLLEGE

Applicant: _____________________________________________________

Last First Middle

Other surnames used: ________________________________________

SS#: _______________________________ VN License # ___________________________

Address: _____________________________________________

Phone: ___________________________ email: ___________________________

<table>
<thead>
<tr>
<th>Prerequisites</th>
<th>Completed</th>
<th>*In Progress:</th>
<th>Where</th>
<th>When</th>
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Official transcripts for course work completed outside the Contra Costa College District must be sent to the Admissions Office by March 15.

*In progress require proof of registration.

Document work experience as LVN/Interim permittee:

_____________________________________________________________________________________________________________________________________________________________________________________________________________________________________

Have you previously applied to the LMC Program? Yes No

Are you applying to other RN Programs? Yes No

If yes, which program(s)?

Have you been accepted to other RN Programs? Yes No

Have you attended other RN Programs? Yes No

Reason for not completing:

_____________________________________________________________________________________________________________________________________________________________________________________________________________________________________

I have read the current NURSING APPLICANT HANDBOOK and understand my responsibilities. I attest to the accuracy of the information entered on this application form.

Signature: ________________________________ Date: ________________________

Return this form by March 15 to: Los Medanos College—ADMISSIONS OFFICE

Attn: Registered Nursing Program

2700 E. Leland Rd.

Pittsburg, CA 94565

If you would like to verify that we received your application, please include self-addressed, stamped postcard.
CONFIRMATION OF COURSE COMPLETION
(For courses in progress at other colleges)

Student Name_________________________________ ID# _______________________
Course ________________________________ College _____________________________
Circle program(s) for which you are applying:   LVN    RN    LVN-RN

NOTE TO STUDENT:  
1. Complete the top portion of this form.
2. Have instructor complete bottom portion.
3. At end of semester/quarter, have instructor return form to the address below:
4. IMPORTANT: An official transcript must follow.

TO THE INSTRUCTOR:  This student has applied for admission to the Los Medanos College Nursing Program. Information is needed before official transcripts are generated in order to begin the selection process. Please indicate below, the grade and units the student has earned in your class. Then return this form directly to the address below. Thank you.

Nursing Program
Admissions Office
Los Medanos College
2700 East Leland Rd.
Pittsburg, CA 94565

________________________  _______________
Grade                   Units (sem/qtr)

________________________
Signature
APPENDIX B
LOS MEDANOS COLLEGE

Physical Requirements for:
Registered Nursing and Vocational Nursing Programs

In an eight-hour work day, you will be expected to be able to:

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>RARELY (1-10%)</th>
<th>OCCASIONALLY (11-33%)</th>
<th>FREQUENTLY (34-66%)</th>
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<tbody>
<tr>
<td>Bend/stoop</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Squat</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Reach above shoulder level</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Kneel</td>
<td></td>
<td></td>
<td>X</td>
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<tr>
<td>Push/pull</td>
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<td></td>
<td>X</td>
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</table>

Weight Requirements

<table>
<thead>
<tr>
<th>Activity</th>
<th>0-10 Lbs.</th>
<th>11-24 Lbs.</th>
<th>25-34 Lbs.</th>
<th>35-50 Lbs.</th>
<th>51-74 Lbs.</th>
<th>75-100 Lbs.</th>
</tr>
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<tbody>
<tr>
<td>Lifting</td>
<td>F</td>
<td>F</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Carrying</td>
<td>F</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Push/pull</td>
<td>F</td>
<td>F</td>
<td>F</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Hearing Acuity - Sharp with correction
Visual Acuity - Precise with correction
Visual Color Acuity - Required
Manual Dexterity - Required
POLICY STATEMENT ON DENIAL OF LICENSURE

The California Board of Registered Nursing protects the public by screening applicants for licensure in order to identify potentially unsafe practitioners. Statutory authority for denial of licensure is set out in Business and Professions Code Sections 480-487, 492, 493, 496, 810, 920-928, 2750-2765, and 2795-2797.

The law provides for denial of licensure for crimes or acts which are substantially related to nursing qualifications, functions, or duties. A crime or act meets this criterion if, to a substantial degree, it evidences present or potential unfitness to perform nursing functions in a manner consistent with the public health, safety, or welfare (California Code of Regulations, Section 1444).

The Board may deny licensure on the basis of:

- Conviction of crime substantially related to the practice of nursing.
- Any act involving dishonesty, fraud, or deceit with intent to substantially benefit self or another or to substantially injure another.
- Any act which is grounds for revocation of a license.
- Making a false statement on the application for license.
- Breach of examination security.

Convictions

The Board considers most convictions involving sex crimes, drug crimes, and crimes of violence to be substantially related to nursing practice. Board regulations list examples of such crimes or acts to include, but not be limited to:

- Conviction of child abuse.
- Violation of Nursing Practice Act.
- Conviction as a mentally disordered sex offender.
- Crime or act involving narcotics, dangerous drugs, or dangerous devices.
- Conviction of assault and/or battery.

Rehabilitation

If the Board determines that an act or crime is substantially related to the practice of nursing, then it is the responsibility of the applicant to present sufficient evidence of rehabilitation.

LIC-B-01 (12/65 Adopted by Board, Retyped 1/98, 9/00) 2.5.1
When considering denial of license, the Board takes into account the following criteria to evaluate the rehabilitation of the applicant. (California Code of Regulations, Section 1445.)

1. Nature and severity of the acts or crimes.
2. Additional subsequent acts.
3. Recency of acts or crimes.
4. Compliance with terms of parole, probation, restitution, or other sanctions.
5. Evidence of rehabilitation submitted by applicant.

The Board has developed the following list of suggested evidence of rehabilitation for applicants whose licensure is in question.

It should be noted that the board applies the same denial criteria for applications for interim permits and temporary license as it uses for permanent licensure.

In summary, the Board of Registered Nursing screens applications fairly but cautiously, applying the above criteria. Schools of nursing are encouraged when counselling prospective nursing students to make them aware that there could be potential licensure problems due to serious acts or convictions as described above. In this manner, students have the opportunity to explore other career options prior to investing substantial time in a nursing program if it appears that a prior serious act or conviction may jeopardize licensure due to its substantial relationship to the practice of nursing.

EVIDENCE OF REHABILITATION

At the time of application for licensure, the burden of proof lies with the applicant to demonstrate sufficient competent evidence of rehabilitation to establish fitness to perform nursing functions in a manner consistent with public health, safety, and welfare. The following list itemizes types of evidence which the applicant should consider providing to the Board. All items should be mailed directly to the Board by the individual or agency who is providing information about the applicant.

1) Copies of court documents pertinent to conviction, including documents specifying conviction and sanctions, and proof of completion of sanction.
2) Letter from applicant describing underlying circumstances of arrest and conviction record as well as any rehabilitation efforts or changes in life since that time to prevent future problems.
3) Letters of reference from nursing program instructors concerning attendance, participation, and performance in nursing program.
4) Letters of reference from past and/or current employers.
5) Letters from recognized recovery programs attesting to current sobriety and length of time of sobriety if there has been a history of alcohol or drug abuse.

LIC-3-01 (12/95 Adopted by Board, Retyped 1/96, 9/00)
A current mental status examination by a clinical psychologist or psychiatrist. The evaluation should address the likelihood of similar acts or convictions in the future, and should speak to the suitability of the registered nurse/ profession for the applicant.

Letters of reference from other knowledgeable professionals, such as probation or parole officers.

Copy of Certificate of Rehabilitation or evidence of expungement proceedings.

Evidence of compliance with and completion of terms of probation, parole, restitution, or any other sanctions.

For endorsement applicants, copies of:

a) Formal accusation and determination of other state;

b) Copies of evidence presented to other state in order to obtain reinstatement of license or reduction or penalty; and

c) Terms of probation and evidence of current compliance if currently on probation in another state.

STATUTORY AUTHORITY FOR DENIAL OF LICENSURE
(Summarized Version of Business & Professions Code)

Grounds for Denial

480 (a) Board may deny a license on the basis of:

(1) Conviction of a crime, after time for appeal, irrespective of a
subsequent order under Section 1203.4 of the Penal Code.

(2) Any act involving dishonesty, fraud or deceit with intent to
substantially benefit self or another, or substantially injure another.

(3) Any act which is grounds for suspension or revocation of registered
nurse’s license.

(b) May not deny license solely on basis of felony conviction if there is
certificate of rehabilitation (Penal Code 4822.01)

(c) May deny license if applicant knowingly made false statement of fact
required in application.

Criteria for Related Crimes Required

481 Board must have criteria to assist in considering denial, revocation, suspension of license in order to determine whether a crime or act is
substantially related to nursing qualifications, functions, or duties. (BRN
criteria specified in Section 1444 of California Code of Regulations.)

Criteria for Rehabilitation Required

482 Board must have criteria to evaluate rehabilitation when considering (a)
denial or (b) suspension or revocation of license. Board must consider all
competent evidence of rehabilitation furnished by applicant or licensee.
(Section 1445, California Code of Regulations.)
Attestations of Good Moral Character Not Required
484 No applicant can be required to submit attestations of good moral character.

Procedure for Board Upon Denial
485 Upon denial the Board must (a) serve a statement of issues or (b) notify the applicant of the denial stating the reasons and the right to a hearing. The right to a hearing is waived if a written request is not received within 60 days.

Reapplication after Denial
486 Upon denial the Board must inform the applicant of the earliest date for reapplication, state that all competent evidence of rehabilitation will be considered upon reapplication, and send a copy of the criteria for rehabilitation.

487 If a hearing is requested it must be conducted within 90 days of request, except for OAH extensions or at applicant’s request.

492 Successful completion of any diversion program under the Penal Code or successful completion of an alcohol and drug problem assessment program under the Vehicle Code does not prohibit the Board from denying or disciplining a license based upon the underlying misconduct.

493 The record of the conviction of a crime shall be conclusive evidence of the fact that the conviction occurred and the Board may inquire into the circumstances surrounding the crime in order to fix the degree of discipline or to determine if the conviction is substantially related.

Violations of Exam Security
495 Board may deny, suspend, revoke, or restrict license on grounds that applicant for licensure subverted or attempted to subvert administration of examination.

REGULATIONS RELATING TO LICENSE DENIAL
(Summarized Version of California Code of Regulations)

1444. Substantial Relationship Criteria
A crime or act is considered substantially related to the practice of nursing if, to a substantial degree, it evidences present or potential unfitness of a registered nurse to perform nursing functions in a manner consistent with the public health, safety, or welfare.

Such acts or crimes include, but are not limited to:

(a) Conviction of child abuse.

LIC-8-01 (12/98 Adopted by Board, Retyped 1/96, 9/00) 2.5.4
(b) Violation of Nursing Practice Act.
(c) Conviction as a mentally disordered sex offender.
(d) Crime or act involving sale, gift, administration, or furnishing of narcotics, dangerous drugs, or dangerous devices.
(e) Conviction for assault and/or battery.

1445. Criteria for Rehabilitation
(a) When considering denial of license, the Board is to consider the following criteria in evaluating the rehabilitation of the applicant and his/her present eligibility for a license.
(1) Nature and severity of acts or crimes.
(2) Evidence of any additional, subsequent acts which also could be considered grounds for denial.
(3) Time that has elapsed since commission of acts or crimes.
(4) Extent to which applicant has complied with terms of parole, probation, restitution, or other sanctions.
(5) Evidence of rehabilitation submitted by applicant.
Frequently Asked Questions and Answers Regarding Prior Convictions and Disciplinary Action

The Board of Registered Nursing (BRN) receives numerous questions from applicants regarding prior convictions. Following are the most frequently asked questions to assist applicants. Please refer to the license application instructions for a complete description of reporting requirements.

1. What convictions or license discipline must be reported on the application?

All convictions must be reported, except for minor traffic violations. Both misdemeanor and felony convictions must be reported, and “driving under the influence” must be reported. Convictions must be reported even if they have been expunged under Penal Code Section 1203.4. Also, offenses must be reported even if the applicant has successfully completed a diversion program under the Penal or Vehicle Codes. All prior or current disciplinary action against a health-care related license must be reported, whether it occurred in California or in another state or territory.

2. Can a person obtain a license as a registered nurse if they have a misdemeanor or felony conviction on their record?

The BRN reviews all prior convictions substantially related to the qualifications, functions or duties of a registered nurse. Each application is evaluated on a case by case basis. (Please refer to the Policy Statement on Denial of Licensure.) The BRN considers the nature, severity, and recency of the offenses, as well as rehabilitation and other factors. The Board cannot make a determination for approval or denial of licensure without evaluating the entire application and supporting documentation.

3. Is there any specific conviction that will automatically disqualify an applicant from receiving a license?

No. There is not any one specific type of conviction that will disqualify an applicant. Again, the Board must review, on a case by case basis, all convictions and supporting documentation to determine if an application will be approved or denied.

2.0.1
4. Do I have to report charges if I completed a court diversion program and charges were dismissed?

Yes. Offenses must be reported to the Board even if a court diversion program has been completed. (Business and Professions Code section 492)

5. What type of documentation do I need to submit in support of my application if I have a prior conviction or license discipline?

In addition to the documents required for licensure the BRN will require:

- Certified official court document(s) and arrest report(s) relative to your conviction(s), showing the date(s) and circumstances surrounding your arrest(s)/conviction(s), sections of the law violated, and disposition of the case.

- Certified copy of documents relative to any disciplinary action taken against any license as an RN or any health-care related license or certificate, if applicable.

- A detailed description of the circumstances surrounding your conviction(s) or disciplinary action and a thorough description of the rehabilitative changes in your lifestyle since the time of your conviction(s) or disciplinary action which would enable you to avoid future occurrences. It would be helpful to include factors in your life which you feel may have contributed to your conviction(s) or disciplinary action, what you have learned about yourself since that time, and the changes you have made that support your rehabilitation.

The burden of proof lies with the applicant to demonstrate evidence of rehabilitation. Examples of rehabilitation evidence include, but are not limited to:

- If applicable to your conviction or discipline, documented evidence of professional treatment and counseling you may have completed. Please provide discharge summary, if available.

- Letters of reference on official letterhead from employers, nursing instructors, health professionals, professional counselors, parole or probation officers, or other individuals in positions of authority who are knowledgeable about your rehabilitation efforts.

- Proof of community work, schooling, self-improvement efforts.

- Court-issued certificate of rehabilitation or evidence of expungement, proof of compliance with criminal probation or parole, and orders of the court.

6. Can I receive an Interim Permit if my application is under review because of convictions?

No. If your application is referred to the Enforcement Program for review, you will not be allowed to receive an Interim Permit until the review has been completed, and a final decision has been made regarding your application.
7. How long will it take to review the information that I submit with my application?

The normal processing time is approximately 4 to 6 weeks. This assumes that all requested information for licensure and for the Enforcement Program has been received.

8. I am licensed in another state and want to receive my temporary license ASAP. Can I obtain a temporary license by coming to the Board’s office if I have prior conviction(s) or out of state disciplinary action on my record?

No. Temporary licenses are not issued until all conviction, discipline, rehabilitation, and other evidence is fully evaluated.

9. How can I help facilitate how quickly my prior conviction or license discipline is reviewed?

The BRN strongly encourages all individuals with a conviction or discipline history to be fully prepared with information regarding their background, as specified in the policy statement on denial of licensure and the BRN application for licensure. Otherwise, your request for a license will experience a delay.