



LVN to ADN Transition Program

The LVN to ADN Program, at Texas State Technical College (TSTC), is a fast-paced associate degree nursing program that serves a 26 county rural area of West Texas. TSTC works hand in hand with healthcare industry leaders, to train highly qualified nurses. There is a significant and growing need for registered nurses throughout the state of Texas and all over the world.

In 2008, Texas State Technical College West Texas, in collaboration with Ranger College (RC) and Western Texas College (WTC), established a LVN to ADN Program for licensed vocational nurses seeking an Associate of Applied Science in Nursing (AASN) Degree. The majority of the program is online-based and may be completed in twelve months if general education courses are completed ahead of time or two years if the student chooses to start with general education course work. Upon successful completion of the program, the AASN degree will be conferred by TSTC. The graduate nurse qualifies to take the National Council Licensure Exam for Registered Nurses (NCLEX-RN). Upon passing the NCLEX-RN, the graduate will be issued a state license to practice as a Registered Nurse.

The LVN to ADN Program is approved by Texas Board of Nursing. The program is further approved by the Texas Higher Education Coordinating Board. The college is SACs accredited.

SPRING 2016 COHORT

- Applications will be accepted June 22, 2015, through October 9, 2015 at 1700.
- Individual interviews, for those applicants meeting program requirements, will be tentatively scheduled for the week of October 12-16, 2015.
- Program acceptance letters will be mailed on or before October 23, 2015.

COLLEGE AND PROGRAM REQUIREMENTS

Prior to submitting an application packet to the LVN -ADN Transition Program, the following criteria must be met:

College Application

- A. Complete a Texas State Technical College (TSTC) application. This must be completed on the TSTC website utilizing the online application system. Please visit www.westtexas.tstc.edu and click on the “Apply” button.
- B. Complete all required TSTC admission paperwork with Registrar, Admissions, Testing, Financial Aid, and the Nursing Department. Request official transcripts, from each college previously attended, to be **sent to the Admissions Department and one with your ADN packet; Admissions MUST receive an official copy.** Do NOT have only one of these sent to the Nursing Department. If needed, request a transfer evaluation of course work taken outside of TSTC that applies to the LVN- ADN Transition Program.

Submission of the completed application does not guarantee acceptance into the program.

TEXAS SUCCESS INITIATIVE (TSI) COMPLIANT

Meet the TSTC West Texas requirements and scores for the Texas Success Initiatives (TSI) by taking the required tests.

- A. For the LVN-ADN Transition Program, all applicants must meet the following TSI requirements prior to graduation.

TSI Assessment per college policy.

- B. An LVN-AND Transition Program applicant who has tested and previously met all TSI requirements, by attending and earning credit hours from another Texas college or university, may be exempt from further TSI testing. The applicant’s official transcript must be submitted to TSTC for evaluation and confirmation of the exemption.

HESI or TEAS-V TESTING REQUIREMENTS

CHANGE EFFECTIVE 3/23/15

1. Complete the TEAS V with an acceptable level of performance of 60 minimal.
2. Complete the ATI A & P Exam with a score of 60% or higher for students who have taken A & P I or II greater than 5 years ago.

The **TEAS Exam** must be taken at a location that is approved by TSTC or at a TSTC campus; Abilene, Breckenridge, Brownwood, or Sweetwater. Scores will not be accepted from other institutions if not preapproved by nursing or admissions. Applicants should schedule the test with the appropriate individual at the location to which they are applying. Information regarding testing fees and requirements will be confirmed at time of scheduling. If approved to test at another college TSTC must be the site designated to receive the results.

<u>Location</u>	<u>Contact</u>	<u>Telephone</u>
Abilene	Susan Hash	325-734-3641
Breckenridge	Daniel Latham	254-559-7715
Brownwood	Carminia Del Toro	325-641-3917
Sweetwater	Patricia Saldivar	325-235-7441

HESI PN-ADN MOBILITY EXAM & TEAS-V EXAM.

The TEAS -V Exam is an assessment to show academic preparedness to nursing school at the entrance level. It is a 170 question computerized exam. **Test taking time is limited to three (3.5) hours.** Unofficial test results are available to applicants immediately upon completion. If an applicant meets the scoring requirement, the successful scores are effective for two (2) years. **It is required for the applicant to place a copy of the current HESI scores in the application packet.** Study material is available on line as well as practice exams; seek more information.

TSTC West Texas Testing and Counseling Center will not provide Exam scores to other educational providers.

A & P TESTING REQUIREMENTS

ATI- A & P Exam is also offered to show knowledge of the subject. It is a computerized test with 75 questions and 70 minutes to take the exam.

TSTC West Texas Testing and Counseling Center will not provide HESI A2 test scores to other education providers.

Applicants who have prior Anatomy & Physiology credit must verify that the credit was earned within last five (5) years. However, if the credit is older than five years, the applicant has two attempts to take the anatomy and physiology ATI exam with a score 60% or greater. The student is responsible for these additional testing fees. **If the A & P score is less than 60% after two attempts, the applicant must retake the anatomy and physiology course(s).**

ENTRANCE EXAM RE-TEST REQUIREMENTS

Applicants who must re-test are required to wait Two Weeks. Applicants may take the TEAS V Exam (6) times; it is recommended to allow two per semester, then the applicant needs to seek remediation assistance for the exam. They may take the exam twice each semester for a total of six times in the year, and the ATI A & P (2) times within the academic year, between January 1 and December 31. These factors and deadlines should be considered when scheduling to take the initial test. The identical procedure will be utilized taking the subsequent test, as set forth in the initial test.

LVN to ADN PROGRAM PREQUISITES Are now set up as semester ONE and TWO.

All applicants must complete the pre-requisite/General Education courses with a “C” or better to apply for the program. If courses are “in progress” a student may still apply to the program and be considered for acceptance, given that the student successfully completes the course prior to the semester of entry into the program. If the student has already taken the seven courses listed below they will enter in Semester Three.

Potential candidates for the LVN to ADN Program must have completed the following courses with a “C” or better. (General Education courses must be “C” or better, Nursing courses must be “B” or better).

Required Courses, now introduced in Semester One and Two (if not gained prior to entrance into the school):

BIOL	2401	Anatomy & Physiology I
BIOL	2402	Anatomy & Physiology II
PSYC	2301	Introduction to Psychology
ENGL	1301	Composition I*
BIOL	2420	Microbiology
PSYC	2314	Lifespan Growth and Development
XXXX	xxxx	Humanities or Fine Arts Elective*

*CLEP or ACE scores will only be accepted for ENGL 1301 and the Humanities or Fine Arts elective courses.

LVN to ADN PROGRAM REQUIREMENT CHECKLIST

- A. Meet all college and program requirements.
- B. Submit program requirements to:
Katherine Woehl, MSN, RN; ADN Program Director
Texas State Technical College
300 Homer K. Taylor Dr.
Sweetwater, TX 79556

Incomplete requirement packets will not be accepted. The materials must be submitted in a 9x12 inch envelope and include the following items in order:

1. Documentation of TSI compliance on a transcript, testing score sheet, etc.
2. Documentation of *TEAS-V Exam* Scores; indicating at least the minimum score on all required sections.
3. Documentation of *ATI- A & P* scores indicating minimum score was achieved.
4. Documentation of all required immunizations (MMR, Hepatitis B, Tetanus, Varicella, Bacterial Meningitis, TB results). All nursing students must have the Bacterial Meningitis vaccine regardless of age.
5. Documentation of influenza vaccination.
6. Photocopy of high school transcript, high school diploma, or GED certificate.
7. Copy of current driver's license or state issued identification card as proof of Texas residency.
8. Official transcripts from school where the applicant completed their Vocational Nursing program. (one copy goes to admissions and a second copy goes into your ADN packet).
9. Official transcript from each college previously attended other than TSTC West Texas. (one copy goes to admissions and a second copy goes into your ADN packet).
 - a. Transcripts must be in sealed envelope from the sending institution with the appropriate seal/stamp on the envelope closure. Opened envelopes containing transcripts will not be accepted.
 - b. If a course is in progress, it is the responsibility of the applicant to have a new official transcript sent to TSTC West Texas.
10. If course numbers of non-nursing courses do not match those required on the curriculum plan, the student must submit a photocopy of the course description for each course not matching to Katherine Woehl, ADN Program Director. Decisions to accept these classes will be made on a case by case basis.
11. An employment verification letter indicating employment status, length of employment, and type of clinical experience. Verification of employment will be confirmed.
12. Copy of current American Heart Association Healthcare Provider CPR card is required. (only AHA will be accepted)
13. A print out of the online LVN license verification from the Texas Board of Nursing website.
14. Three (3) letters of recommendation from non-family members. (WE will not accept a note sent to you via email; it must be a professional reference letter).

CRIMINAL BACKGROUND CHECKS AND DRUG SCREENS

A DPS/FBI criminal history background check will be completed through the Texas Board of Nursing. **Information relating to the criminal history and declaratory order process is available on the Texas Board of Nursing website: www.bon.state.tx.us**

Drug Screening is arranged through the Nursing Department. It will be initially and randomly performed as deemed necessary by TSTC West Texas faculty and clinical sites. Cost for drug screening will be the responsibility of the student.

Additional Criminal Background Checks and Fees will accrue with hosting clinical sites. More information will be relayed to students at orientation.

Eligibility Form for TSTC Nursing Programs

Please read the following questions. After you have read the questions, please sign your name below indicating your knowledge of the questions.

For any criminal offense, including those pending appeal, have you:

- A. been convicted of a misdemeanor?
- B. been convicted of a felony?
- C. pled nolo contendere, no contest, or guilty?
- D. received deferred adjudication?
- E. been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
- F. been sentenced to serve jail or prison time? court-ordered confinement?
- G. been granted pre-trial diversion?
- H. been arrested or have any pending criminal charges?
- I. been cited or charged with any violation of the law?
- J. been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?

(You may only exclude Class C misdemeanor traffic violations.)

NOTE: Expunged and Sealed Offenses: While expunged or sealed offenses, arrests, tickets, or citations need not be disclosed, it is your responsibility to ensure the offense, arrest, ticket or citation has, in fact, been expunged or sealed. It is recommended that you submit a copy of the Court Order expunging or sealing the record in question to our office with your application. Failure to reveal an offense, arrest, ticket, or citation that is not in fact expunged or sealed, will at a minimum, subject your license to a disciplinary fine. Non-disclosure of relevant offenses raises questions related to truthfulness and character.

NOTE: Orders of Non-Disclosure: Pursuant to Tex. Gov't Code § 552.142(b), if you have criminal matters that are the subject of an order of non-disclosure you are not required to reveal those criminal matters on this form. However, a criminal matter that is the subject of an order of non-disclosure may become a character and fitness issue. Pursuant to other sections of the Gov't Code chapter 411, the Texas Nursing Board is entitled to access criminal history record information that is the subject of an order of non-disclosure. If the Board discovers a criminal matter that is the subject of an order of non-disclosure, even if you properly did not reveal that matter, the Board may require you to provide information about any conduct that raises issues of character.

Are you currently the target or subject of a grand jury or governmental agency investigation?

Has **any** licensing authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a license, certificate or multi-state privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?

Within the past five (5) years have you been addicted to and/or treated for the use of alcohol or any other drug?

Within the past five (5) years have you been diagnosed with, treated, or hospitalized for schizophrenia and/or psychotic disorders, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder?

If your response is "yes" to any of the questions listed above, there is a **POSSIBILITY YOU MAY BE DENIED** the opportunity to take the licensure examination. You are strongly encouraged to submit a petition for "Declaratory Order" to the Texas Board of Nursing prior to enrollment in the TSTC Associate Degree Nursing program. For information or guidance in this process to determine eligibility for licensure by examination, contact the Texas Board of Nursing at 512-305-7400 or go to the website www.bon.state.tx.us. The "Declaratory Order" form can be accessed at <http://www.bon.state.tx.us/olv/pdfs/DOapp.pdf>.

Should you have questions regarding this notice, do not hesitate to contact the **Division Chair/ ADN Program Director** at 325-235-7325.

I have read and understand the above statements.

Signature: _____ **Date:** _____



**Nursing Department-ADN Program
300 Homer K. Taylor Dr.
Sweetwater, Texas 79556
(325) 235-7352 or (325) 734-3681
Fax: (325) 235-7369**

Answer ALL questions. Please print legibly. Complete in black ink.

Name: Mr. Miss Mrs. Ms.

First Middle Last Maiden

Mailing Address: _____

Number & Street or PO Box City State Zip

Physical Address (if different from above): _____

Texas County of Residence: _____ Country of Citizenship: _____

Social Security #: _____ Date of Birth _____

Home Phone: _____ Cell Phone: _____

Business Phone: _____ E-mail Address: _____

In case of emergency notify: _____

Name Relationship

Address: _____ Phone: _____
Number & Street City State Zip

Education

Did you graduate from high school or have a GED: _____ High School _____ GED

Name of high school: _____ Year graduated or received GED: _____

Have you previously attended a technical school, college, or university: _____ yes _____ no

If you answered yes to the above question, list all schools of higher learning that you have attended:

Name of Institution	City	Dates To/From	Degree
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

The Admissions and Records office at TSTC must receive ALL official transcript(s) before this application can or will be processed.

Professional Licenses or Certifications

Type	Issued By	Number	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Work Experience

Begin with most recent:

1. Name of Company: _____

Complete Address: _____

Telephone #: _____ Dates Employed: From _____ To _____

Supervisor's Name: _____

Nature of Job Duties: _____

Reason for leaving: _____

2. Name of Company: _____

Complete Address: _____

Telephone #: _____ Dates Employed: From _____ To _____

Supervisor's Name: _____

Nature of Job Duties: _____

Reason for leaving: _____

3. Name of Company: _____

Complete Address: _____

Telephone #: _____ Dates Employed: From _____ To: _____

Supervisor's Name: _____

Nature of Job Duties: _____

Reason for leaving: _____

Follow Up Information

It is important that we do a follow-up study of our students. Please provide the following information about two (2) people who will always know where to locate you.

Name	Complete Mailing Address	Telephone #
1. _____	_____	_____
2. _____	_____	_____

Please Read and Sign the Following Information

Have you ever been convicted or received deferred adjudication for a felony/misdemeanor?
_____yes / _____no

(Any person convicted of a felony must report charges and disposition to certification or licensing agency in order to determine eligibility for taking certification or licensure.)

I hereby certify that the information contained in this application is true and complete to the best of my knowledge. I understand that any misrepresentation or falsification of information is cause for **denial of admission or dismissal from the program.**

Signature of Applicant

Date

Texas State Technical College (TSTC) is an affirmative action/equal opportunity employer. Applicants are considered on the basis of qualifications without regard to gender, age, race, color, creed, religion, national or ethnic origin, veteran status or the presence of a non-job-related disability or any other legally protected status.

Statement of Student Responsibility

(Read and initial all items as applicable and sign below)

1. _____ I acknowledge that the information in this packet contain policies, regulations and procedures in existence at the time this publication went to press. I also acknowledge that TSTC reserves the right to make changes at any time to reflect current Texas Board of Nursing policies, administrative regulations and procedures, and applicable state and federal regulation.
2. _____ I understand that this packet is for information purposes only and does not constitute a contract, expressed or implied, between any applicant, student or faculty member and Texas State Technical College.
3. _____ By submitting an application for the Vocational Nursing program, I agree to abide by the admission requirements of the nursing program.
4. _____ I accept full responsibility for submitting a complete application packet prior to or by the designated application filing deadline and I understand that I cannot be accepted into the program until I have completed all the of the admission requirements.
5. _____ I understand and agree to a complete a criminal background check and/or mandatory drug screening prior to established deadlines. Failure to do so, or a positive find on my criminal background check and/or drug screen, can result in forfeiture of acceptance and admission into the current semester for the Vocational Nursing program.

Per the Texas Board of Nursing Petition for a Declaratory Order (#5 to # 9):

Please circle for any criminal offense, including those pending appeal, have you:

- a. Been convicted of a misdemeanor?
- b. Been convicted of a felony?
- c. Pled nolo contendere, no contest, or guilty?
- d. Received deferred adjudication?
- e. Been placed on community supervision or court order probation, whether or not adjudicated guilty?
- f. Been sentenced to serve jail or prison time? Court ordered confinement?
- g. Been granted pretrial diversion?
- h. Been arrested or have any pending criminal charges?
- i. Been cited or charged with any violation of the law?
- j. Been subject of a court martial; article 15 violation; or received any form of military judgment/punishment/action?

You may exclude Class C misdemeanor traffic violations

NOTE: Expunged and Sealed Offenses: while expunged or sealed offenses, arrests, tickets, or citations need not be disclosed, it is your responsibility to insure the offense, arrest, ticket, or citation has, in fact, been expunged or sealed. It is recommended that you submit a copy of the Court Order expunging or sealing the record in question to our office with your application. Failure to reveal an offense, arrest, ticket, or citation that has not in fact been expunged or sealed may subject your license to a disciplinary or fine. Nondisclosure of relevant offenses raises questions related to truthfulness or character.

(See 22 TAC §213.27)

NOTE: Orders of nondisclosure: Pursuant to Tex. Gov't code §552.142(B), if you have criminal matters that are the subject of an order of nondisclosure you are not required to reveal those criminal matters on this form. However, a criminal matter that is the subject of an order of nondisclosure may become a character and fitness issue. Pursuant to Gov't Code chapter 411, the Texas Nursing Board is entitled to access criminal history, record information that is the subject of an order of nondisclosure. If the Board discovers a criminal matter that is the subject of an order of nondisclosure, even if you properly did not reveal that matter, the Board may require you to provide information about any conduct that raises issues with character and fitness.

6. [] No [] Yes Are you currently the target or subject of a grand jury or governmental agency investigation?

Statement of Understanding and Essential Function Standards for Associate Degree Nursing

Student Name

Effective Term

Student ID #

AWARD OPTIONS	TSI STATUS	CREDIT HOURS	STUDENT SIGNATURE
Associate of Applied Science Nursing	Liabile	60	

Essential Function Standards: Academic and Physical Capacity Requirements

1. I understand that TSTC Nursing program is a hybrid program and courses may be taught online, face-to-face, and/or in virtual world environments.
2. Applicants enrolled in certificate II or AAS degree programs must meet the minimum Texas Success Initiative (TSI) Standards in the areas of Reading, Writing and Mathematics as required by law. A student signature indicates the student has read and understands he/she must comply with TSI requirements and the Essential Function Standards listed below.
 - Meet Texas Success initiative (TSI) standards prior to first day of scheduled classes.
 - TEAS VExam – Minimum score of 60 in each section.
 - A & P ATI – Minimum score of 60. May be taken twice by students with A & P courses greater than 5 years old. After the second unsuccessful attempt, the student is required to re-enroll in A & P courses.
 - Own a laptop computer that meets the criteria of the Student Laptop initiative, have a high-speed internet connection (cable or DSL), and purchase software that meets the criteria of the nursing programs.
 - Attend scheduled class times, mandatory lab sessions, and all clinical based activities.
 - Use allocated TSTC email address. (this is assigned after admission process is completed).
3. I understand that there are physical standards required for admission to the nursing programs and that, as a student I may be required to work under the following conditions/circumstances and possess the ability:
 - To communicate face-to-face and via telephone, interpret written and oral forms of instructions, read small print and legibly document relevant information, read and understand English language.
 - To show good judgment and remain calm in high stress situations, always treating faculty and staff with courtesy.
 - To interview/communicate with patients, family members, co-workers, and clinical facility staff with respect & civility.
 - To work for extended periods of time in a bent, stooped or awkward position.
 - To lift, balance, and carry 50 or pounds or more.
 - To bend, stoop, and crawl in small or confined spaces.
 - To tolerate being on feet 8-12 hours a day.
 - To work in low light, confined spaces and other dangerous environments.
 - To be able to pass a physical examination administered by a physician or nurse practitioner upon acceptance into the program, if requested.
 - To exhibit manual dexterity sufficient to perform all tasks as related to highest quality patient care.
4. I understand there is a health risk in working with patients with various health deviations, medical equipment, and possible sharps in laboratory or simulation settings and direct patient care.
5. I understand that as a Nursing student, I will be required to adhere to the following “industry standard” policies:
 - Demonstrate **professional conduct and ethical behavior at all times** as a TSTC nursing student. Failure to do so will result in verbal reprimand, Student Action Plan agreement, and/or dismissal from the program.
 - Have a high school diploma or GED, as well as an active LVN license.
 - Provide record of current up-to-date required immunization records by the indicated required date (before 1st Day of class).
 - Present a clear criminal background check by a TSTC approved facility and/or cleared declaratory order by the Texas Board of Nursing by designated required date (prior to first day of class). Precheck.com is the site for TSTC clearance; indicate results be sent to yourself and TSTC. Costs are assumed by student.
 - Present a clear drug screen by a TSTC approved facility prior to entry into the program; and must assume all costs involved.
 - Submit to random drug testing if indicated by a clinical facility or faculty.
6. I understand that the above Essential Function Standards are required for admission to this program. I hereby certify that I possess these Essential Function Standards: Academic and Physical Capacity Requirements.
7. I understand that if I am later found to be limited in these areas or if I have purposefully misrepresented my abilities to meet the above standards to gain admission to the program, I may be dismissed from the nursing program by decision of the Director of Nursing Program with concurrence of the Director of Allied Health and Associate Vice President of Student Learning.

8. I understand that my program may teach classes in a modular format within a given semester and refunds, add/drops, and any other reporting functions will be allocated according to the 15-week semester timeline.
9. **Course work will progress as presented in degree plan. If a course is not successfully completed, the student will NOT progress until each semester's course load on degree plan is met. Students will not carry course load for semester and required course work from previous semester.**

Prospective Applicant/Student Signature	Date
Academic Advisor Signature	Date

Associate Degree Nursing Application Packet Checklist

Applicant Name: _____

TSTC Student ID #: _____ Date Packet Received: _____

- _____ Completed nursing program application
- _____ Signed Statement of Students' Responsibility form & Statement of Understanding.
- _____ Documentation of TSI compliance on a transcript, testing score sheet, etc.
- _____ Copy of passing HESI Mobility or TEAS V _____ & A & P if applicable _____

_____ Documentation of all required immunizations:
_____ MMR X2 _____ Hepatitis B X3 _____ Varicella X2
_____ Tetanus _____ Bacterial Meningitis _____ Flu _____ TB

_____ Photocopy of high school transcript, diploma, or GED. County graduated from high school: _____ Official transcripts received by admissions _____

Previously acquired from other college or enrolled at TSTC:

College	Grade	Year Taken
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BIOL 2401A&P I: _____

BIOL 2402 A&P II: _____

BIOL 2420 Microbiology: _____

PSYC 2301 Introduction to Psychology: _____

PSYC 2314 Lifespan Growth and Development: _____

ENGL 1301 Composition I: _____

Humanities/Fine Arts: _____

_____ Current LVN; proof of license submitted: YES NO

_____ Letter from current or past employer: YES NO

_____ American Heart Association Healthcare Provider CPR card. Expires: _____

_____ 1 copy of driver's license or state issued identification card, as proof of TX residency

_____ 1 copy of social security card

_____ Three (3) letters of recommendation from non-family members

_____ Prior TSTC Certificate or Associates degree YES NO

_____ Associates degree from another institution YES NO

_____ County applicant currently resides in: _____

_____ United State Military Service YES NO If YES: prior military medical training YES NO

On the Associate Degree Nursing Application Packet Check-list all **BOLD ITEMS must be met to be considered and granted an interview.** The remaining items must be submitted as soon as possible to be considered a completed applicant.

It is recommended that you begin with your admission to the college so you will have a TSTC email address and become a part of the college system prior to starting the A.D.N. Packet. Your transcripts (official) are **THE MOST IMPORTANT** piece of the admission process along with your applications. All official transcripts are to be sent to the Admissions Department, **NOT** the nursing department.

We have changed entrance exams from HESI Mobility to TEAS V and all ATI products.