

VICTORIA COLLEGE

Vocational Nursing

Cuero-2550 N. Esplanade, Cuero TX 77954 ~ (361) 277-6760 • **Gonzales**-424 E. Sarah DeWitt, Gonzales TX 78629 ~ (830) 672-6251
Hallettsville-1410 N. Texana, Hallettsville TX 77964 ~ (361) 798-2289 • **Victoria**-2200 E. Red River Street, Victoria TX 77901 ~ (361) 573-3291

Dear Vocational Nursing Program Applicant,

Thank you for your interest in the Vocational Nursing Program. This is a 12 month certificate program. In order to be considered eligible, the applicant must furnish all necessary documentation (as stated below) **by October 1 Noon**. The applicant also must meet admission requirements for Victoria College as stated in the current catalog.

Vocational Nursing Program graduates who have met all of the Associate Degree Nursing (ADN) admission requirements are eligible to apply for summer admission into the ADN Transition Nursing Program following graduation and passing the NCLEX-PN exam.

SPRING 2021 Admission Requirements

- 1. **Victoria College Application.** An online application must be completed for admission to Victoria College. For more information, please visit <http://www.victoriacollege.edu/AdmissionsChecklist>. It is the applicant's responsibility to validate with the Admission and Records Office that their Victoria College application has been processed by calling (361) 573-3291 or (877) 843-4369.
- 2. **VN Advising Appointment.** Schedule an advising appointment by calling your first choice campus VN Program's Administrative Assistant (See phone numbers above.). An advising appointment must be completed within two weeks of submitting your application to the vocational nursing program. **If student has transfer coursework, the student must meet with Academic Advising to receive the Nursing Transcript Evaluation Form prior to scheduling your VN advising appointment.** It is mandatory to have an advising appointment with the VN program. This will ensure the understanding of all program requirements and that all requirements are met in a timely manner.
- 3. **Vocational Nursing Program Application.** A Vocational Nursing Program Application for VNAdmission must be submitted to the nursing program office. Vocational Nursing Program Applications are not retained from year to year so in order to be eligible for admission, a new application must be submitted each year.
- 4. **Criminal Background Check (CBC).** The completed Licensure Eligibility Questions (LEQ) form must be submitted to the nursing program office. Forms received after August 1 may not be cleared through the Board of Nursing (BON) by the due date. [It can take 4 months or longer for the BON to complete this process.] Without resolution of all licensure eligibility issues, the applicant is not eligible for admission to the Vocational Nursing Program.

Once a clear CBC result is received from the BON, it is the applicant's responsibility to submit original documentation to the first choice campus and a copy of the original document to the *CastleBranch* system. For applicants with a declaratory issue, submit the letter indicating Board order. The date on the BON document (blue card or letter) cannot be more than one year old.
- 5. **TSI Complete (Texas Success Initiative).** Applicants must be TSI complete to qualify for admission. Please contact Advising & Counseling Services for more information at (361) 582-2400. It is the applicant's responsibility to validate their TSI status with Advising & Counseling Services and the Admission & Records Office.
- 6. **Overall Victoria College GPA of 2.0 or above.** Overall GPA of 2.0 or above on all Victoria College courses is required. To maintain good standing in the program and progress to the next semester, a student must pass ALL REQUIRED courses with a C or better.
- 7. **Official transcripts** and/or GED must be provided directly to:
 - Victoria College
Office of Admission & Records
2200 East Red River
Victoria, TX 77901
 - An official **high school transcript** indicating graduation, **OR** proof of **GED** or acceptable high school equivalency
 - Official transcript(s) from all **colleges/universities** attended (other than Victoria College)

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- 8. **Nursing Transfer Course Evaluation Form.** Once college/university transcripts are received by Victoria College, Advising & Counseling Services **must** be contacted by you, if necessary, to evaluate courses for possible equivalent VN/ADN program course completion. The transcript evaluation form should be completed prior to your VN advising appointment. Contact Advising and Counseling Services at (361) 582-2400 (Victoria) or (830) 672-6251 (Gonzales Center) to begin the evaluation process; allow up to 4 weeks for evaluation.
- 9. **ATI TEAS.** A qualifying ATI TEAS Test composite score of **56%** or higher is required for admission for the 2021 year. The applicant will be allowed three attempts in a twelve-month period with the most recent score considered. The ATI TEAS score is good for two years from the testing date. Contact the Victoria College Testing Center at (361) 582-2589 or Gonzales Center at (830) 672-6421 for further information regarding the ATI TEAS.

If a currently enrolled VN student is interested in going into the Associate Degree Nursing (ADN) Transition program, an ATI TEAS score of 64% or higher must be obtained to be considered as qualified for the ADN Transition Program.

- 10. **CastleBranch Account** (a secure web system for inputting documentation). The following required documentation must be uploaded into the *CastleBranch* system. Please visit the VC website <http://www.victoriacollege.edu/VocationalNursing> for *CastleBranch* Student Instructions and **package code VB00vnm (tracker VN 2021)**. Also see attachment.

Required Immunizations. Evidence of each immunization or proof of serologic immunity.

- Measles, Mumps & Rubella (MMR),
- Hepatitis B series (*3 immunizations required, over a 6-month period*),
- Varicella (2 immunizations or titer indicating immunity is required),
- Tetanus (Tdap)

Criminal Background results.

- Board of Nursing (BON) clear criminal background check (CBC) “blue card” or BON letter indicating eligibility to apply for licensure following graduation must be submitted to first choice campus office (original document) and uploaded to *CastleBranch* (copy).

Financial Aid Information Form

- Upload completed form (signed and dated by you and VC Financial Aid counselor). It is important to consult with a Victoria College Financial Aid counselor prior to enrollment to discuss financial aid options.

ADDITIONALLY, QUALIFIED APPLICANTS WHO ARE ACCEPTED MUST UPLOAD TO *CastleBranch* THE FOLLOWING PRIOR TO ENROLLMENT:

- VC physical examination** (form is available for download). This form must be completed by a healthcare provider (demonstrating that the applicant’s health status allows full participation in all nursing program learning activities).
- CPR Healthcare Provider Certification** (ONLY the American Heart Association Healthcare Provider or BLS card is accepted.) Online certification will not be accepted.
- Ten panel drug screen test with negative results**
- Two-Step Tuberculosis (TB) screening results** Second skin test must be 1-3 weeks from the first skin test.
- Influenza for the current season**

The following courses, although incorporated into the VN program semesters, may be completed prior to admission to the program. [For substitution for VN Program courses - all courses must be completed with a “C” or better.]

- **BIOL 2404 [OR BIOL 2401 and BIOL 2402]**(Anatomy & Physiology)-will assist in ATI TEAS testing
- **BIOL 1322** (Nutrition and Diet Therapy)
- **PSYC 2301** (General Psychology)
- **PSYC 2314** (Lifespan Growth and Development)
- **HPRS 2300** (Pharmacology)
- **EDUC 1300 or SDEV 0301** (Learning Frameworks)

Applicants are responsible for submitting official college transcripts to the Admissions & Records Office.



2020 Victoria College Vocational Nursing Program Curriculum

Semester I Spring 16 weeks	Course Number/Course Title	Credit Hours
SDEV 0301 ¹	Learning Frameworks** (online)	0
VNSG 1116	Nutrition (exempt if taken BIOL 1322)	1
VNSG 1133	Growth & Development (exempt if taken PSYC 2314)	1
VNSG 1136	Mental Health (exempt if taken PSYC 2301)	1
VNSG 1122	VN Concepts	1
VNSG 1423 ²	Basic Nursing Skills	4
VNSG 1420	Anatomy & Physiology for Allied Health (exempt if taken BIOL 2404 or BIOL 2401 & 2402)	4
VNSG 1260 ²	Clinical-Licensed Practical/Licensed Vocational Nurse	2

Semester II Summer 12 weeks	Course Number/Course Title	Credit Hours
HPRS 2300	Pharmacology for Health Professions (online)	3
VNSG 2331	Advanced Nursing Skills	3
VNSG 1329	Medical Surgical Nursing I	3
VNSG 2260	Clinical-Licensed Practical/Licensed Vocational Nurse	2

Semester III Fall 16 weeks	Course Number/Course Title	Credit Hours
VNSG 1234	Pediatric Nursing	2
VNSG 1432	Medical Surgical Nursing II	4
VNSG 1230	Maternal-Neonatal Nursing	2
VNSG 1238	Mental Illness (online)	2
VNSG 1105	NCLEX-PN Review (hybrid)	1
VNSG 1119	Leadership and Professional Development (online)	1
VNSG 2461 ⁺	Clinical-Licensed Practical/Licensed Vocational Nurse	4

NOTE: A minimum grade of C is required in all nursing and general education courses. All support courses must be taken during or before the semester designated on the degree.

To assure quality clinical learning experiences for all students, some evening clinical experiences may be required. Due to the continual change in clinical facilities, some alternate clinical learning experiences may be required in some semesters.

VN students may also be required to travel to other learning sites.

¹ Required for all first-time-in-college students. EDUC 1300 may be substituted for SDEV 0301.

² Students who successfully complete VNSG 1423 with a C or better and VNSG 1260 with a S may apply for a Nurse Aide Certificate of Completion and are eligible to take the exam to become a Certified Nurse's Aide.

⁺ Capstone course

- For the student who is a Certified Nurse Aide, completion of Semester II of the program allows the student to apply for the Texas Medication Aide Certification Exam.
- If BIOL 2401 and BIOL 2402 are over five years old, the applicant will only need to repeat BIOL 2402.
- BIOL 1322 (Nutrition and Diet Therapy) will be accepted within five years of completion.
- PSYC 2301 (General Psychology) and PSYC 2314 (Lifespan Growth & Dev) will be accepted within seven years of completion.
- HPRS 2300 (Pharmacology) will be accepted within three years of completion.

Note: Students interested in direct admission into the ADN Transition Program are strongly recommended to complete BIOL 2401, BIOL 2402, and BIOL 2420 prior to VN admission. VNSG 1420 is not accepted by the ADN Program.

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Vocational Nursing Program *CastleBranch* Account Instructions

CastleBranch is a secure document manager where you will upload multiple documents prior to the application deadline. To create an account, go to www.castlebranch.com

You will enter the following package code: **VB00vnm** (tracker VN 2021) to purchase the Medical Document Manager. There is a fee of

\$35 to purchase this package. Upon creating your account, you will be asked to enter your full name, date of birth, social security number, current address, phone number and email address. At the end of the online order process, you will be prompted to upload documents. Documents do not have to be entered at this time when creating the account. You can skip this step and upload or submit the documents at a later date if you wish. An app is available for smart phones for ease in uploading documents. Next, you will be asked for payment information. You will be prompted to enter your Visa or MasterCard information. Money Orders are also accepted but will result in an additional \$10 fee and a longer turnaround time.

Only the following documents need to be uploaded prior to the application deadline:

- Measles, Mumps and Rubella (MMR)**
One of the following is required: 2 vaccines or antibody titer for all 3 components (lab report or physician verification required). If titer is negative or equivocal, applicant must receive 1 booster shot and provide a second titer.
- Hepatitis B Series**
One of the following is required: 3 vaccines (takes 6 months to complete series) or positive antibody titer (lab report or physician verification of results is required). If titer is negative or equivocal, applicant must receive 1 booster shot and provide a second titer. The fast track (TWINRIX) will NOT be accepted.
- Varicella (Chicken Pox)**
One of the following is required: 2 vaccines or positive antibody titer (lab report or physician verification of results is required). If titer is negative or equivocal, applicant must receive 1 booster shot and provide a second titer. Documented history of the Varicella illness is not sufficient proof.
- Tetanus, Diphtheria and Pertussis (Tdap)**
Documentation of a single Tdap dose as an adult and/or TD booster within the last 10 years. Renewal will be set for 10 years from administered dose date.
- Texas BON Criminal Background Check Results**
After completing the criminal background check process, applicant must submit their **original** blue card or letter received from the Texas BON to your first choice Vocational Nursing Program office. It must also be uploaded or submitted on *CastleBranch* under the Texas BON Results. When uploading or submitting the blue card, the front and back of the card must be included. BON document cannot be more than one year old.
- Financial Aid Information form**
It is important to consult with a Victoria College Financial Aid counselor prior to enrollment to discuss financial aid options. Complete this form signed and dated by you and the VC Financial Aid counselor.

The documents listed above MUST be submitted and accepted by *CastleBranch* prior to the application deadline.

Please note that it can take several days for *CastleBranch* to accept or reject the documents you uploaded or submitted. Just because you uploaded or submitted your documents, does not mean that they will meet the criteria for acceptance and may be rejected. It's the applicant's responsibility to ensure that all documents have been accepted by the application deadline.

For help with *CastleBranch*, please call 1-888-723-4263. If you plan to transfer to the ADN Program after completion of the VN Program, it is not necessary to create a new *CastleBranch* account.



Order Instructions for

Victoria College • Vocational Nursing

1. Go to <https://mycb.castlebranch.com/>
2. In the upper right hand corner, enter the Package Code that is below.

Package Code **VB00vnm**: Medical Document Manager; select **Tracker VN 2021**.

ABOUT

About *CastleBranch*

Victoria College • Vocational Nursing and *CastleBranch* – one of the top ten background screening and compliance management companies in the nation – have partnered to make your onboarding process as easy as possible. Here, you will begin the process of establishing an account and starting your order. Along the way, you will find more detailed instructions on how to complete the specific information requested by your organization. Once the requirements have been fulfilled, the results will be submitted on your behalf.

ORDER SUMMARY

Payment Information

Your payment options include Visa, Mastercard, Discover, Debit, electronic check and money orders. Note: Use of electronic check or money order will delay order processing until payment is received.

Accessing Your Account

To access your account, log in using the email address you provided and the password you created during order placement. Your administrator will have their own secure portal to view your compliance status and results.

Contact Us

For additional assistance, please contact the Service Desk at 888•723•4263 or visit <https://mycb.castlebranch.com/help> for further information.

VOCATIONAL NURSING PROGRAM

SPRING 2021 Application for Admission

PLEASE SPECIFY WHICH LOCATION SITE(S) YOU WISH TO APPLY BY RANKING EACH IN ORDER OF PREFERENCE (1 thru 4):

_____ **Cuero** _____ **Gonzales** _____ **Hallettsville** _____ **Victoria**

PLEASE PRINT OR TYPE

Application Date _____ / _____ / _____

VC V#: _____

Name:

Last

First

Middle

Maiden

Are there any other names which might appear on a transcript? If so, please list:

Home Telephone #: _____ Cell Telephone #: _____

E-mail Address: _____

Mailing Address:

P.O. Box or Number & Street

City

State

Zip Code

County

Permanent Address (if different from above):

Number & Street

City

State

Zip Code

County

Name, Address, and Telephone Number of person to be notified in case of an emergency:

Have you taken the ATI TEAS exam? _____ Yes _____ No If yes, date of exam: _____ / _____ / _____

If you have taken the ATI TEAS prior to **September 1, 2018**, you will need to retake the ATI TEAS exam.

It is the student's responsibility to keep mailing address and contact information current with the VN program office and the Admissions & Records Office.

OFFICE USE ONLY

V Number _____ Date LEQ Submitted to LEQ Coordinator _____

Date Application Received _____ Date/Initials VN Advising Completed _____



Please provide information concerning high school graduation, equivalency or G.E.D. completion:

Name of High School, High School Equivalency/G.E.D. _____ City/State _____ Graduated or Obtained: _____
_____ Diploma _____ GED

Please provide information concerning college, university, vocational or allied health schools attended:

Name of Institution _____ City/State _____ Number of Credits Earned _____

Have you ever been enrolled in a Victoria College Nursing Program? _____ No _____ Yes

If yes, Semester _____ Year _____ Location _____

To receive credit for prior coursework, students must provide official transcript(s) to the Admissions & Records Office by August 1. An official transcript(s) must be received in order to receive credit prior to program start.

Please list any licenses or certificates held (e.g., EMT, CNA, etc.): _____

I certify that the above statements are true and correct.

Signature of Applicant

It is the applicant's responsibility to return this application by mail or in person to the first choice VN Program Office:

Cuero VN Program -- 2550 N. Esplanade, Cuero TX 77954
Gonzales Center VN Program -- 424 E. Sarah DeWitt, Gonzales TX 78629
Hallettsville VN Program -- 1410 N. Texana, Hallettsville TX 77964, **or**
Victoria VN Program -- 2200 E. Red River Street, Victoria TX 77901

Additional information: <http://www.victoriacollege.edu/Explore/ProgramsCourses/HealthCareers/VocationalNursing>

Statement of Nondiscrimination

Victoria College does not discriminate on the basis of race, color, religion, national origin, gender, pregnancy, age, disability, genetic information, marital status, amnesty, veteran's status, or limited English proficiency. It is our policy to comply, fully, with the nondiscrimination provision of all state and federal rules and regulations.



LICENSURE ELIGIBILITY QUESTIONS

(Complete front and back of form)

Applicant's Name (**Print**): _____
Last Name First Name Middle Name

Mailing Address: _____
PO Box or Number & Street City, State Zip Code

Email Address: _____
*Please print *LEGIBLY*. IdentoGO will email your Service Code to schedule your fingerprint scan.*

Home Telephone #: _____ Cell Telephone #: _____

*Social Security #: _____ Date of Birth: _____

This information is **required to complete the Texas Board of Nursing criminal background check (CBC). The email address that you provide to the Board is required in order to schedule fingerprinting for your criminal background check. The email address that you provide to the Board is subject to release to the public pursuant to the Texas Public Information Act.*

To be considered an eligible applicant, Victoria College Nursing Programs require proof of a clear Texas Board of Nursing (BON) criminal background. All licensure eligibility issues must be resolved.

Eligibility issues that must be resolved in order to be qualified for nursing program admission include:

These questions **MUST** be answered truthfully **EACH TIME** an application is submitted, even if you have previously disclosed information and/or undergone a previous eligibility review.

1) **No** **Yes** *For any criminal offense, including those pending appeal, have you:

- A. been arrested and have any pending criminal charges?
- B. been convicted of a misdemeanor?
- C. been convicted of a felony?
- D. pled nolo contendere, no contest, or guilty?
- E. received deferred adjudication?
- F. been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
- G. been sentenced to serve jail, prison time, or court-ordered confinement?
- H. been granted pre-trial diversion?
- 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 or offenses previously disclosed to the Texas Board of Nursing on an initial licensure or renewal application.)

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 may subject your license to a disciplinary order and fine. Non-disclosure of relevant offenses raises questions related to truthfulness and character. (See 22 TAC §213.27)

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 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 and fitness.

- 2) No Yes *Are you currently the target or subject of a grand jury or governmental agency investigation?
- 3) No Yes Has **any** licensing authority ever refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a professional license, certificate or multi-state privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?
- 4) No Yes *In the past five (5) years have you been diagnosed with or treated or hospitalized for schizophrenia and/or psychotic disorder, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder which impaired or does impair your behavior, judgment, or ability to function in school or work? (You may answer "No" if you have completed and/or are in compliance with TPAPN for mental illness OR you've previously disclosed to the Texas Board of Nursing and have remained compliant with your treatment regime and have no further hospitalization since disclosure.)
- 5) No Yes *Within the past five (5) years have you been addicted to and/or treated for the use of alcohol or any other drug?

*Pursuant to the Texas Occupations Code §301.207, information, including diagnosis and treatment, regarding an individual's physical or mental condition, immoderate use of drugs or alcohol, or chemical dependency and information regarding an individual's criminal history is confidential to the same extent that information collected as part of an investigation is confidential under the Texas Occupations Code §301.466.

NOTE: IF YOU ANSWERED "YES" TO #1-5 PLEASE ANSWER THE QUESTIONS BELOW AND THEN REFER TO THE ELIGIBILITY QUESTIONS INSTRUCTIONS FOR ADDITIONAL INFORMATION ON WHAT DOCUMENTATION IS REQUIRED.

ATTENTION: When an applicant's name is submitted to the BON through the Student Roster Process and the BON determines the applicant's fingerprints are on file, this should generate another blue card to be sent, if one has previously been received.

Please prepare your Declaratory Order and Note and accumulate necessary documentation; submit these documents to the BON after the BON sends you a letter to ensure that all incidents are addressed.

Note: There is a possibility you may have to submit new fingerprints to the BON depending on the date of the original fingerprint submission. You will receive notification by email if this is the case.

Applicant's Signature: _____ Date: _____

ELIGIBILITY QUESTIONS INSTRUCTIONS

If you answered yes to questions 1-5 of the Eligibility Questions on the previous two pages and have received a letter from the Board of Nursing requesting more information, you must provide the Texas Board of Nursing – BON (*not Victoria College Vocational Nursing Program*) with the following information:

Submit Paperwork to: Texas Board of Nursing, 333 Guadalupe, Ste. 3-460, Austin TX 78701.

***QUESTION #1.** The Board has determined that criminal behavior is highly relevant to an individual's fitness to practice nursing. Therefore, all criminal convictions or deferred orders, prosecution, or adjudication-a determination by a court that is withheld or delayed for a specific time period, must be reported to the Board. This question includes offenses under the law of another state, federal law, or the Uniform Code of Military Justice that contains elements of criminal conduct. SUBMIT a personal letter of explanation describing each incident, the behavior that led up to the criminal order and your conduct since the order, and any rehabilitative efforts that have been performed since the order. The document must be signed and dated. In addition, SUBMIT the following documentation for all felonies, all misdemeanors, and all military actions:

Certified copies of:

1. charges (indictment, information, or complaint);
2. disposition of charges (Judgment, Order of Probation, Sentence, and/or Deferred orders); and
3. evidence that the conditions of the court have been met.

(To obtain this documentation, contact the county clerk in the jurisdiction where the order was issued for misdemeanors; district court clerk for felonies. If the record does not exist, you must obtain a statement from that court that the document has been destroyed or could not be located.)

You may answer "NO" to the question of prior convictions only if you: (a) received a pardon; or (b) were adjudicated as a minor without a finding of "delinquent conduct". If you were ever required to register as a sex offender, you must answer "YES".

If you have questions regarding the outcome of any criminal matter, consult your attorney.

***QUESTION #2.** The Nursing Practice Act provides that a person's conduct in violation of the Nursing Practice Act or rules of the Board may be considered as a factor in its deliberations regarding fitness to practice nursing. Therefore, if a licensee or applicant is the subject of a grand jury or governmental agency investigation, the information regarding conduct or behavior giving rise to the investigation may be relevant in determining a violation of the Nursing Practice Act or lead to the admissibility of relevant evidence of such violation. If you are the subject of a grand jury or governmental agency investigation, please SUBMIT the name and address of the investigating entity and an explanation as to the basis of the investigation.

QUESTION #3. The Board has determined that if any licensing authority has taken disciplinary action against a person for any reason, then those actions are highly relevant to an individual's current ability to practice nursing in the state of Texas. If any licensing authority has refused to issue a license, revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a license, certificate, or multi state privilege held by you or previously fined, censured, reprimanded or otherwise disciplined you, SUBMIT the names and address of the licensing authority who has taken action and a letter explaining the background of the action. Additionally, SUBMIT certified copies of:

1. formal charges or allegations supporting the licensure action;
2. final disposition of the licensing authority regarding those formal charges or allegations; and
3. evidence that the conditions of the licensing authority's order or requirements have been met.

***QUESTION #4.** The practice of nursing requires current fitness. The Board has identified certain disorders which, if occurring within the last 5 years, may indicate a lack of fitness. The disorders are: schizophrenia and other psychotic disorders, bipolar disorder, paranoid personality disorder, anti-social personality disorder, or borderline personality disorder. If you have been diagnosed, treated, or hospitalized for any of the above illnesses within the last 5 years, which impaired or does impair your behavior, judgement, or ability to function in school or work, submit the following information that will allow the Board to conduct an individualized assessment of your ability to practice safely, competently, and without impairment to your professional judgment, skill, or knowledge.

1. A report, on letterhead, from your physician, psychiatrist, psychologist or counselor, sent directly to this office, that includes: your diagnosis; treatments rendered; including current medications; prognosis; cognitive, affective, and emotional stability and continuing after-care recommendations, including reasonable accommodations needed to safely practice nursing, if any; and,
2. Verification of compliance with aftercare recommendations.

Please be advised that a physical/psychological evaluation may be requested as part of your individualized assessment. The evaluation process is described in more detail at www.bon.texas.gov/disciplinaryaction/eval-guidelines.html. The evaluation process could potentially delay consideration of your application. Therefore, the Board is providing advance notice of this possibility so that applicants may contact the Board to schedule an evaluation at the beginning of the application process. By doing so, the application should not be unduly delayed. An applicant is not required to contact the Board in advance of Board consideration of the application. The applicant may choose to wait for a specific decision by the Board that a specific evaluation is necessary. This information is being provided to put applicants on notice with respect to this potential requirement and afford the applicant the opportunity to expedite the process if he/she so desires.

***QUESTION #5.** The practice of professional nursing requires current sobriety and fitness. If you have been addicted to or treated for the use of alcohol or any other drug within the last five years, SUBMIT:

1. verification of treatment for substance abuse sent directly to the Board from the treatment center;
2. verification of compliance with aftercare recommendations;
3. evidence of continuing sobriety/abstinence, for example, current support group attendance and random drug testing results; and
4. a personal letter of explanation with sobriety date and plan for relapse prevention.

*Pursuant to the Texas Occupations Code §301.207, information, including diagnosis and treatment, regarding an individual's physical or mental condition, immoderate use of drugs or alcohol, or chemical dependency and information regarding an individual's criminal history is confidential to the same extent that information collected as part of an investigation is confidential under the Texas Occupations Code §301.466.

ELIGIBILITY REVIEW TIMEFRAMES:

The paperwork will be submitted for an initial eligibility review in the Operations Department within ten (10) business days of the receipt of the NCLEX application, NCLEX fee, criminal background check results, and all pertinent documentation as detailed above. This initial review can take up to 30 days.

If it is determined that the issue being reported to the BON meets the criteria for opening a case according to our current rules, you may be required to pay a \$150.00 review fee. Your file will be transferred to our Enforcement Department for additional review within ten (10) business days of the payment being received.

The time needed to complete an eligibility review by the Enforcement Department varies on a case by case basis. The process generally takes an average of 90 days to make a recommendation, provided the file contains all the needed information. If additional material is needed, you will receive such request by the Enforcement Staff. Upon completion of the eligibility enforcement review, your file will be returned to the Examination Department for continued processing.

The BON **will not** approve an applicant to sit for the NCLEX or for permanent licensure until a final decision has been rendered by either the Director of Operations or our Enforcement Department.

Financial Aid Information Form

It is important to consult with a Victoria College Financial Aid counselor prior to enrollment to discuss financial aid options. **Complete this form with appropriate signatures and upload to *CastleBranch*.**

Applicant Name: _____

To aid in your success in the Vocational Nursing (VN) Program, prior to acceptance **and** after registration, it is essential to have financial arrangements planned. All applicants must have a method of payment for the three terms required to complete the Vocational Nursing Certificate Program.

Option A – Payment with Federal Student Aid Funds, to include Direct Loans

As a Vocational Nursing (VN) program applicant, I plan to utilize the Free Application for Federal Student Aid, “FAFSA” and have met with a financial aid counselor at Victoria College to discuss the following items:

1. Financial Aid Status upon being accepted into the Vocational Nursing Program
2. Funds available for the Program to cover the two aid years the program encompasses
3. Disbursement of the funds over the three terms of the Program
4. Issues should I, as a VN student, not complete one of the terms
5. File must be completed and aid awarded prior to the last day to payor student must make payment arrangements with the Payment Department

Option B – Student Self Pay/Other Outside Sources

I have met with a Financial Aid counselor and will not be utilizing financial aid through Free Application for Federal Student Aid (FAFSA) and/or Direct Loans. I will be able to meet any payment deadlines and down-payment requirements without the assistance of any federal funds through FAFSA and/or Direct Loans. I may change to Option A at any time during the aid year after speaking to a Financial Aid counselor. I understand that it may take 4 to 6 weeks to process my FAFSA. Acceptance into this Program will not entitle me to expedited processing.

Student Signature: _____ Date: _____

Financial Aid Counselor Signature: _____ Date: _____

Please upload this signed and dated form to *CastleBranch*.