GOAL OF THE NURSING PROGRAM

The goal of the American River College Associate Degree LVN-to-RN Career Mobility program is to prepare a graduate who is eligible for licensure to practice as a registered nurse. In addition, graduates are prepared to utilize the nursing process effectively with patients of all ages and within a variety of healthcare settings. The graduate will have a solid foundation in providing competent nursing care at the entry level of registered nursing practice.

PROGRAM INFORMATION

Licensed Vocational Nurses (LVNs) accepted into the career mobility phase of the Associate Degree Nursing program are required to complete a combination of general education and nursing courses with related laboratory experience in local health agencies. Successful completion of the program qualifies the student to take the National Licensing Examination to become registered as a nurse and eligible for employment. A grade of “C” or better is required in each nursing course for progression in the program and for an Associate Degree in Nursing. There are morning, afternoon, evening, and weekend clinical experiences that may change with limited notice.

Start-up costs are approximately $2,215. The student is responsible for providing uniforms, books, laboratory fees, malpractice insurance, physical exam, immunizations, drug screen, current CPR, background check, equipment, transportation and parking to off-campus laboratory locations. Upon completion of the Nursing program, students should expect fees of approximately $475.00 to take the R.N. licensure exam. All costs/fees are subject to change.

Students who complete NURSE 305 Transition to Associate Degree Nursing successfully will fill available spaces in the third semester nursing course at American River College during the Fall 2017 or Spring 2018 semester. There is no guarantee of immediate placement in the third semester upon completion of NURSE 305. Potential LVN-to-RN Career Mobility Program applicants will be required to sign an acknowledgement/waiver stating there is no guarantee of immediate acceptance.

RN LICENSING CONSIDERATIONS

Reporting prior convictions: The California Board of Registered Nursing protects the public by screening applicants for licensure in order to identify potentially unsafe practitioners. The law provides for denial of licensure for crimes or acts, which are substantially related to nursing qualifications, functions or duties. At time of licensure application, all convictions must be reported except for minor traffic violations. (Business and Professions Code 480 and Nurse Practice Act article 3 section 2761)

Providing a SSN: Pursuant to Section 30(c) of the Business and Professions code, the Board of Registered Nursing (BRN) will not process any application for licensure unless the applicant provides a U.S. SSN. The Nursing Practice Act provides for a unified examination and licensing application. Once an applicant passes the examination, a license is automatically issued. Under these circumstances the BRN cannot accept applications for the examination and licensure without a U.S. SSN.
REQUIREMENTS FOR PRE-ENROLLMENT TO THE LVN-TO-RN CAREER MOBILITY PROGRAM

1. Graduation from an accredited high school in the United States or successful completion of the General Education Development (GED) or California High School Proficiency Exam (CHSPE) as defined by the current requirements of the Nurse Practice Act, Title 16, California Code of Regulations, Section 1412, prior to time of application.
   
a) Students using a high school diploma from a school outside the United States must have transcripts evaluated by a National Association of Credential Evaluation Services (NACES) or Association of International Credential Evaluators (AICE) approved independent agency. Such cases will be evaluated on an individual basis.
   
b) Students who possess an Associate degree or higher from a regionally accredited college in the United States are exempt from the educational requirement stated above.
   
c) Students using an Associate degree or higher from a college outside the United States must have transcripts evaluated by a NACES or AICE approved independent agency. Such cases will be evaluated on an individual basis.

2. Possession of a current clear and active California Vocational Nurse license at the time of application; license must be maintained through program completion.

3. Completion of a minimum of six months of full-time equivalent LVN work experience within the past year, preferably in the medical-surgical area.

4. A cumulative G.P.A. of 3.0 in the following science prerequisites: BIOL 430, BIOL 431, and BIOL 440 or BIOL 442. In progress coursework not accepted.

5. A grade of "C" or better and a cumulative G.P.A. of 2.5 in the following prerequisite: ENGWR 300, NUTRI 300, PSYC 300, SPEECH 301 or SPEECH 331, SOC 300 or ANTH 310. In progress coursework not accepted.

6. Current Curriculum Planning Summary Sheet
   Preparation of this document will include an initial determination of program eligibility and completion of graduation requirements through evaluation of all transcripts and previous coursework. For course equivalency of pre-nursing and degree major courses completed outside of the Los Rios Community College District, students must provide course descriptions and official transcripts.

   NOTE: Be sure to check the nursing website "ARC Nursing Program Articulation Grid." Courses listed therein do not require course descriptions. To schedule the mandatory counseling appointment, call (916) 484-8268.

7. All students must submit a passing score (62%) for Assessment Technology Institute's Test of Essential Academic Skills (TEAS). Information about assessment testing can be accessed on the nursing website.
   
a. If a student has multiple test scores within one year, only the first/earliest score will be accepted unless evidence of remediation is provided. See ARC Nursing website for remediation form and directions.
   
b. Students that wish to retest within one year are required to show remediation –Students must submit a hardcopy of their TEAS score with the application packet, as well as electronically transfer their score to ARC as follows:

   Log in to http://www.atitesting.com
   • Click on the “Online Store” menu link on the top right
   • Click “TEAS Transcript"
• Click the “Add to Cart” button
• Click the “Checkout” button
• Select “American River College” from the list on the left and click the arrow that points to the right so that your school appears in the list on the right.
• Fill out information as directed and pay the transfer fee

NOTE: TEAS V results will be accepted for summer 2017 applicants. Applicants for summer 2018 require ATI TEAS (current version) results.

COURSES REQUIRED FOR THE ASSOCIATE DEGREE IN NURSING

<table>
<thead>
<tr>
<th>PREREQUISITE COURSES</th>
<th>COURSE SEQUENCE FOR DEGREE MAJOR</th>
<th>ADDITIONAL GRADUATION REQUIREMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIOL 430¹</td>
<td>NURSE 305 (Summer)</td>
<td>Humanities</td>
</tr>
<tr>
<td>BIOL 431</td>
<td>NURSE 420 (Semester 3)</td>
<td>American Institutions</td>
</tr>
<tr>
<td>BIOL 440² or BIOL 442²</td>
<td>NURSE 430 (Semester 4)</td>
<td>Physical Education</td>
</tr>
<tr>
<td>ENGWR 300</td>
<td></td>
<td>Ethnic/Multicultural Studies</td>
</tr>
<tr>
<td>NUTRI 300</td>
<td></td>
<td>Competency in Reading and Math²</td>
</tr>
<tr>
<td>PSYC 300</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SPEECH 301 or SPEECH 331*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>SOC 300 or ANTH 310</td>
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</tr>
</tbody>
</table>

¹BIOL 430 and BIOL 440 or BIOL 442 have chemistry and other courses as prerequisites. Refer to the catalog course descriptions
²It is strongly recommended that math competency be met prior to entering Nursing program.
³In progress coursework not accepted.
*SPEECH 331 is accepted for summer 2017 admission. Summer 2018 admissions require SPEECH 301.

LVN-TO-RN APPLICATION DEADLINES

Applications for the LVN-to-RN Career Mobility Program for Summer 2017 are available online on the Nursing Website. Deadline for submission is **Friday, April 7th at 4:00 p.m. in the American River College Nursing Office, HEED 731**. Applications received after the deadline will not be processed.

ELIGIBILITY REQUIREMENTS AND PRE-ENROLLMENT APPLICATION PROCESS

All items in the pre-enrollment application process are extremely important. Students who omit any part of the required information will not be considered for admission to the career mobility phase of the Associate Degree Nursing program.

1. Students interested in applying for the 2017-2018 academic year should begin preparing and planning ahead early in the spring semester by requesting and/or compiling the support documents in Item 3 below to be evaluated and included in the pre-enrollment application. This process may take several weeks.

2. **All students** must make an appointment to see the LVN-to-RN counselor at ARC to finalize the enrollment packet. An appointment can be made by calling (916) 484-8268. Please identify yourself as an LVN-to-RN applicant. If you have not had your Curriculum Planning Summary Sheet completed, the counselor will also be completing that at this meeting.
3. **Student Checklist — What to Bring to Your Counseling Appointment:**

- High school transcript with graduation date highlighted, GED Scores, CHSPE Certificate of Proficiency, or proof of Associate degree or higher from a regionally accredited U.S. college

- All college transcripts documenting completion of degree requirements must accompany your application; do not have them mailed to the school.
  - **Unofficial** transcripts from the Los Rios Community College District (ARC, SCC, CRC, FLC)
  - **Official (sealed)** transcripts from schools outside the Los Rios Community College District

- Course descriptions of prerequisite classes completed outside the Los Rios Community College District for evaluation of equivalency. Descriptions must come from the specific catalog year in which the course was taken. (A course description is not required if course is listed as equivalent on the “ARC Nursing Program Articulation Grid.”) Courses requiring departmental review/petition actions must be approved prior to applying.

- Copy of current LVN license

- LVN work experience documentation (including employer name and phone number) or veterans with qualifying experience

- Copy of qualifying TEAS score report (62% or higher)

- Completed enrollment application

4. Submit complete packet and support documentation to the ARC campus, Nursing Department, HEED 731.

**SELECTION PROCESS**

1. Selection is based on a computerized random selection process from among the qualified applicants.

2. Only students who meet the educational and pre-nursing requirements and follow the pre-enrollment procedures will be considered for the program. Meeting all these requirements does not guarantee acceptance into the program.

3. Acceptance of pre-nursing courses taken outside the Los Rios Community College District will be determined by the ARC Nursing Admissions Committee.

**ACCEPTANCE**

1. Students will receive notification of tentative acceptance by email approximately four to five weeks after the submission deadline. Please do not call the Nursing Office for acceptance details as phone verification will not be provided. All communication will be done via Los Rios email.

2. Once accepted to the LVN-to-RN program, students must provide at their own expense the following:
   a. Health History & Report of Medical Examination with required inoculations
   b. Background check and drug screening
   c. Current CPR certification (Professional Rescuer from American Red Cross or Healthcare Provider from American Heart Association)
d. Proof of malpractice insurance purchased via American River College (malpractice insurance is not refundable)
LVN-to-RN Career Mobility
Application for Summer 2017
Due: April 7, 2017 at 4PM

Please Print or Type:
Name __________________________ LRCCD Student ID ______________________
Last First Middle
Previous last name(s) that may appear on your records ___________________________________________
Mailing Address _________________________________________________________________
Number and Street City State Zip Code
Telephone Numbers: Home ___________________ Cell ___________________ Work ___________________
High School Attended & Date of Graduation _____________________________________________
OR GED Test __________________________________________ OR California High School Equivalency Exam

LVN License No. __________________________ Exp. Date __________________________
LVN Program Attended __________________________ Date of Graduation _______________________

Applicant must provide unofficial U.S. high school transcript, GED scores, CHSPE Certificate of Proficiency, or official transcript awarding Associate degree or higher from a regionally accredited college in the United States. If applicant completed high school outside of the U.S., transcript must be evaluated by a NACES or AICE approved independent agency.

List all regionally accredited colleges attended below. For equivalency evaluation, applicant must provide official transcripts and course catalog descriptions (from year taken) of pre-nursing prerequisite courses for all colleges outside of Los Rios Community College District. (Use back of sheet if necessary). Refer to student checklist for exceptions regarding course descriptions.

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>City and State</th>
<th>Dates of Attendance</th>
<th>Units</th>
<th>Degree Received &amp; Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Please fill in the following information for course work validation. Be sure to enter your information in detail.

<table>
<thead>
<tr>
<th>Prerequisite Courses</th>
<th>College</th>
<th>Course Name &amp; Number</th>
<th>Semester &amp; Year Completed</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy &amp; Physiology BIOL 430</td>
<td>(5 units)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Anatomy &amp; Physiology BIOL 431</td>
<td>(5 units)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Microbiology BIOL 440 or 442</td>
<td>(4 units)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>English ENGWR 300</td>
<td>(3 units)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Nutrition NUTRI 300</td>
<td>(3 units)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>General Psychology PSYC 300</td>
<td>(3 units)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sociology or Cultural Anthropology SOC 300 or ANTH 310</td>
<td>(3 units)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Speaking or Group Discussion SPEECH 301 or 331</td>
<td>(3 units)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

FOR OFFICE USE ONLY: Science Courses Cumulative GPA (3.0) __________ Support Courses Cumulative GPA (2.5) __________
STUDENT CHECKLIST

1. ______ Transcript with graduation date highlighted from an accredited high school in the United States, GED Scores, CHSPE Certificate of Proficiency, or Associate degree or higher documented on a regionally accredited college transcript. Transcripts from high school or college outside of the United States must be evaluated by a NACES or AICE approved independent agency.

2. ______ All college transcripts documenting completion of degree requirements:
   - **Unofficial** transcripts from the Los Rios Community College District (ARC, SCC, CRC, FLC)
   - **Official (sealed)** transcripts from schools outside the Los Rios Community College

3. ______ Course descriptions of prerequisite classes completed outside of Los Rios District for equivalency. Descriptions must show clear page numbers, year, and catalog identification. Remember course descriptions are not required if equivalent course is listed on the "ARC Nursing Program Articulation Grid."

4. ______ Copy of current LVN license

5. ______ LVN work experience documentation (including employer name and phone number) or veterans with qualifying experience

6. ______ Curriculum Planning Summary Sheet. **All students must see the ARC LVN-to-RN counselor.**

7. ______ Supplemental Data Form

8. ______ Pre-enrollment application completed in its entirety

9. ______ Make a copy of your Nursing Information and Enrollment Packet application for future reference.

10. ______ TEAS Test Scores

11. ______ Applicant acknowledges notification of status will be sent to applicant’s Los Rios email account

________________________________________________________________________

Student’s Signature ____________________________ Date __________________________

________________________________________________________________________

ARC Counselor’s Signature ____________________________ Date __________________________
APPLICATION SUBMISSION

Your complete pre-enrollment packet must be received in the ARC Nursing Department in HEED Room 731 no later than 4:00 p.m., Friday, April 7, 2017. Please follow these procedures in submitting your packet:

1. Place your packet in a 9 x 12 inch manila envelope labeled, "LVN-to-RN Enrollment Application Packet" with your Name, Address, and Phone Number on the front of the envelope. Make sure the envelope is no larger than 9 x 12.

2. Your complete packet must be hand delivered or mailed to American River College, Health & Education Division, Nursing Dept., Room 731, 4700 College Oak Dr., Sacramento, CA 95841-4217. Note: The program is not responsible for applications that are lost in the mail or delivered after the deadline. Therefore, hand delivery to the Nursing Department is highly recommended.

IMPORTANT NOTES

- If any item is missing, the application packet will not be processed.
- Acceptance of pre-nursing courses taken outside the Los Rios Community College District will be determined by the ARC Nursing Department Admissions Committee.
- Students will receive notification of status to their Los Rios email account approximately 4 - 5 weeks after the submission deadline. Please do not call the Nursing department regarding application status as phone verification will not be provided.

Los Rios Community College District does not discriminate on the basis of age, color, creed, disability, marital status, veteran status, national origin, race or sex.
SUPPLEMENTAL DATA

The Board of Registered Nursing and the United States Department of Education require that we compile the ethnicity, gender and age for all nursing students. The following information will be kept confidential and used for statistical purposes only. The data will be summarized, eliminating the identity of any specific person. This form will be kept separate from your application. Thank you for your assistance.

Name __________________________________________________ LRCCD Student ID ________________________

○ Male ○ Female    DOB: _____/_____/_____

1. Ethnic Background (Please check one)
   ○ African-American   ○ American Indian / Alaskan Native   ○ Filipino
   ○ Asian or Pacific Islander ○ White           ○ Hispanic
   ○ Other / Unknown  ○ Decline to provide

2. Language(s) Spoken at Home (Please check all that apply)
   ○ Arabic            ○ Chinese, including dialects
   ○ Farsi             ○ Russian
   ○ Tagalog           ○ Other

3. Are you fluent in any of the following languages? (Please check all that apply)
   ○ American Sign Language  ○ Farsi
   ○ Arabic                   ○ Russian
   ○ Chinese                  ○ Spanish
   ○ Tagalog
   ○ Languages of the Indian subcontinent and Southeast Asia
   ○ Other

4. Are you the first in your family to attend college? ○ Yes ○ No

5. Are you a US veteran or eligible spouse? ○ Yes ○ No
LVN-to-RN Career Mobility Program
Waiver Agreement

I understand that acceptance and successful completion of the NURSE 305 (Transition to Associate Degree Nursing) course does not guarantee a space in the Nursing Program at ARC. Students are placed on a space available basis.

________________________________________
Student Signature

________________________________________
Student Name (PRINT)

________________________________________
Date