**GENERAL INFORMATION: Degree and Certificate of Achievement**

All LVN applicants, regardless of option applied for, must be licensed by the State of California to apply. Paramedic applicants must hold either a current California state paramedic license OR a current national registry certification to apply.

☒ Evaluation of the student nurse is based upon theoretical knowledge, nursing skill proficiency, and the application of both of these in the clinical setting.  To progress through and successfully complete and/or graduate from the program, students must achieve the minimum grade of "C" in all nursing courses. In addition, a cumulative 2.0 GPA must be maintained in all Nursing courses and General Education requirements to earn the Associate Degree.

☒ All students are required to complete a ▨▨▨▨▨ ▨▨ ▨▨. If a student's background check (criminal                record) does not satisfy the requirements of any one clinical agency, or the clinical agency refuses the student access to patients for any reason, the nursing program cannot provide alternate experiences and the student must withdraw from the program or receive a grade of "F" for the course. Information regarding the Live Scan process will be provided at the orientation as the student has to be invited by the Health Occupations Dept. Del Norte students may be able to scan in Del Norte with permission of the Humboldt County Dept of Health and Human Services.

☒ All students are required to have a Ten-Panel   rine Drug Screen completed within the assigned time frame per agency. The specific due dates for all requirements will be provided during orientation. Program withdrawal may be required for positive drug screens. When taking a medication prescribed by a healthcare provider that would appear as positive on the **T**en-**P**anel Urine Drug Screen, please contact the Health Occupations Dept. prior to submitting a urine sample. Official documentation will be needed for review. All information is confidential.

☒ All nursing students must possess sufficient ▨▨ ▨▨▨▨▨ complete                Internet research, communicate by email, create and upload electronic documents, manage data storage banks, digitally sign documents and use web–based instructional materials and applications. Those without these skills are encouraged to take CIS 1 (Computer Information systems) prior to enrollment in the nursing program. Nursing students are expected to use their CR email as a means of communication once enrolled.

☒ At the completion of the Program, students must apply for their license through the California Board of Registered Nursing (BRN). As part of the application process, all applicants are required to report any disciplinary action against a professional license and/or any misdemeanor or felony convictions; certain convictions may result in the denial of the application, which then results in an inability to obtain license as a registered nurse. The BRN handles each of these situations on a case-by-case basis.

☒ A wait list is maintained for those applicants who are not awarded a seat in the program. Wait listed students are given priority the following year, according to their lottery number. A separate wait list is maintained in Eureka and Del Norte however an open seat on either campus would be offered to those on the wait list if there is no one to move forward. All qualified applicants are notified by email of their lottery number by April 30th. ────

☒ Students must ▨▨▨▨▨▨▨▨▨▨n                                mailing address, phone number and/or email addresses. *Changing your contact information through Web Advisor or the College does not change it with this office.*  The Health Occupations Office uses your contact information (CR/personal email) to communicate with you. If the Office does not have your current contact information we cannot contact you and the risk for losing your seat or moving to the bottom of the wait list is increased.

☒ Most students find it difficult to work more than part time. Clinical scheduling, assignments, etc. cannot be altered due to an individual's outside employment and or living outside Humboldt/Del Norte Counties. Financial Aid and Scholarships are available to help offset the need to work and the cost of attendance. Contact the Financial Aid and Scholarship Offices for more information.  In addition, personal life issues need to be in balance to be successful in the program. You must have reliable transportation, reliable childcare (if applicable), and an ability to be punctual for assigned classes and clinical locations.

☒ Clinical labs are scheduled for varying day, evening, night, and/or weekend shifts. In addition, students rotate to various clinical facilities throughout the college district (including Humboldt County for Del Norte applicants) and are required to provide their own transportation, childcare, etc., in order to attend clinical labs. The Psych-Mental Health clinical component will take place at Sempervirens (Acute Mental Health Services) and Crestwood Behavioral Health Center (Long-Term Mental Health Services) located in Eureka, regardless of campus applied to. This rotation takes place on Sunday-Monday and lasts seven weeks. Assistance may be available during this process for students enrolled in the Del Norte cohort related to lodging and gasoline.

☒ Freedom from alcohol and/or drug abuse, and emotional illness that could jeopardize the student's ability to provide safe client care is essential. Students are advised (according to the California Board of Registered Nursing guidelines) to seek voluntary aid for conditions that could, if left unattended, lead to disciplinary action and/or prevent licensure to practice nursing in California.

12. Cost of the Program:  Approximately $4,500 (subject to change).
    a) Enrollment fee at $46/unit for California residents -  approx $1,748
    b) Required textbooks: approximately $1,500.
    c) ATI Materials: approximately $300/semester
    d) SafeMedicate: $100 (**2-year** subscription)
    e) Required uniforms, shoes, and equipment $200.
    f)  CPR certification: approximately $50.
    g) Urine Drug Screen: approximately $60
    h) Background check and Immunization Tracking: $150
    i)  Top Tier Livescan (DHHS) $120.00
    j)  Immunizations including COVID may cost over $220. Most are available through the Student Health Clinic for reduced fees or at no cost to the student.
    k) Hurst review (optional prep for NCLEX licensure exam) $300.00
    l)  School pin for graduation (optional) $60-$130.
    m)    Licensure application: approximately $300.

## Application Procedure LVN/Paramedic-RN Associate Career Mobility Track

1. Complete the On-Line CR Admissions Application.

To apply and participate in the lottery, an applicant must have a College of the Redwoods student identification number which is assigned following submission of the CR On-Line admissions application. To enroll at College of the Redwoods, log on to https://www.redwoods.edu/admissions/Newhome/1-Apply

**\*\*It is expected that you will declare Nursing (NURS) as you're Academic Program.** If "Nursing" isn't your declared academic program, you can either reapply or call Counseling/Advising and have it declared for you.

2. Submit the *Application for the LVN/Paramedic to RN Career Mobility Tract* to the **Health Occupations Office on the Eureka Campus during the enrollment period between February 1ˢᵗ-February 14ᵗʰ. Applications received outside this time are not able to be reviewed and returned to the applicant.**

- Applications may either be personally delivered to the Health Occupations Drop Box, in AT-118, on the Eureka Campus between the hours of 08:00am – 04:00pm or mailed to the Health Occupations Office, postmarked between February 1 and February 14, 2022. **It is advised to obtain receipt verification of your mailed application, please mail it certified-return receipt requested.  Please do not call the Health Occupations office to verify receipt of your application.**

    Mail to:
    *Health Occupations Office*
    ***College of the Redwoods***
    ***7351 Tompkins Hill Rd.***
    ***Eureka CA   95501-9300***

All applications must include: High School graduation verification submitted in the form of:
- An **official/unopened (in a sealed envelope from the high school)** transcript or letter from the high school. Please call the Health Occupations office 707-476-4216 if your high school will not mail your transcript directly to you.
  - **OR**
- An **official/unopened (in a sealed envelope)** certificate verifying GED (General Education Development Examination) or passing the California High School Proficiency Exam (**CHSPE**).
  - **OR**
- An **official/unopened (in a sealed envelope)** transcript from an accredited college or university with evidence of a degree posted to the transcript (Associates level or above).

Log on to the following web sites to order official copies of your GED or High School equivalency exam transcripts:
    http://www.gedtestingservice.com/testers/gedrequest-a-transcript
    https://www.chspe.net/documents/CHSPE_Cert_Trans_Order_Form.pdf

- **Non-U.S. Based High School Transcripts:**

  - Any high school education from outside the United States must be evaluated for equivalency to a United States high school education. Approved evaluation services are found at
        http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf
                                    **OR**
  - A student may take the GED exam in lieu of the evaluation. The evaluation or the GED certificate must be included in the application to the Program. Documents must be official, and must be submitted in an unopened/sealed envelope per the above stated requirements.

- **College Course Verification submitted in the form of:**
     Official/unopened (in a sealed envelope from the institution) transcripts for all colleges and universities you have attended must be provided. For instance, if you have attended four separate institutions, you must provide official transcripts from each of the four schools in your application. If separate transcripts for all schools are not provided, your application will be considered incomplete and not reviewable.

  - You **do not** need to attach copies of transcripts from College of the Redwoods.

**AS Degree Option:**
- **Official Transcripts must verify:**
    - **Overall College GPA of 2.5**
    - Completion of **ENGL  1A** with a grade of "C" or higher
    - Completion of **BIOL 2** (with lab) grade of "C" or higher*
    - Completion of **BIOL 6** (with lab) grade of "C" or higher*
    - Completion of **BIOL 7** (with lab) grade of "C" or higher*

**Certificate of Achievement (30 Unit) Option:**
- **Official Transcripts must verify:**
    - Completion of **BIOL 2** – (with lab) grade of "C" or higher*
    - Completion of **BIOL 7** - (with lab) grade of "C" or higher*

**\*\*\*Regardless of whether you have submitted official transcripts to the Admissions and Records office, you must submit additional official transcripts (unopened and in a sealed envelope) with each application to the nursing program.**

**Electronic Transcripts:** When a College or University will only provide electronic transcripts the applicant must contact the Health Occupations Office @ Healthocc@Redwoods.edu so that the Dept. can accept your transcripts. The Dept. is not responsible for tracking electronic transcripts that are sent without notification.

**Quarter-Based Schools:** Students should know that units received at some Oregon colleges/universities may not meet the criteria for a semesters-based school like College of the Redwoods. Generally, Quarter-Based Schools attempt to reduce the gap but not always.

## SELECTION PROCESS
Following the application period, all eligible applicants for both options (degree or certificate) are randomized, assigned a wait list number then placed on their selected program Wait List. The Health Occupations Office will notify students by **email** of their **wait list** number and admission status no later than April 30th.

**Examples of reasons an application may be disqualified include but are not limited to:**

- Unverified and/or invalidated entries on the application form.
- Lateness – missing the application period deadline. Reapplication is required as applications are not saved
- Failure to submit all necessary documents with your application (i.e. LVN/Paramedic license or certification, official college transcripts; official high school transcripts; or documentation of college degree in lieu of high school transcripts, or no course science catalog descriptions.

- Cumulative science prerequisite course GPA below 2.5 and/or repetitions greater than allowed number.
- Overall GPA below 2.5 for all courses taken at the collegiate level.
- Failure to submit required approval letter with Certificate of Achievement option.

Qualified applicants whose lottery numbers did not qualify them for admission will be emailed from the Health Occupations Department between September 1 and September 25 requesting verification that the applicant wants to remain on the Program Wait List for the next year. The applicant must return the form provided in the email by the date indicated to retain their place on the Program Wait List. If the applicant does not return the enclosed wait list form by the indicated date, they will be placed at the bottom of the wait list. It is the applicant's responsibility to watch their email for this message. It is also the applicant's responsibility to contact Healthocc@Redwoods.edu prior to September 30th if they do not receive the email. The information is emailed to your CR and home email address.

**Associate of Science Degree LVN/Paramedic to RN**
**Career Mobility Track Application**
**Enrollment Period February 1st, 2022 – February 14th, 2022**

**CR**

Submit application to the Health Occupations Drop Box, in AT-118, Eureka Campus between 08:00am – 04:00pm or mail Certified Return Receipt to the Health Occupations Office, postmarked between February 1 and February 14.

Health Occupations Office
College of the Redwoods
7351 Tompkins Hill Rd.
Eureka CA   95501-930

Please indicate which educational option is being chosen:
☐ Associate Degree          ☐ Certificate of Achievement (30 Unit Option) – Must meet with Director & attach approval letter

Current LVN License OR Current CA State Paramedic or National Registry Certification
Number. *Copy of license must be attached: _____

Campus applying to attend, select only one:      Eureka Main Campus__          Del Norte Campus__

**A. Demographic Information:**

Name: _____
              First                        Middle                        Last

Former Names Used _____ Birth Date_____

Mailing Address: _____
                        Street                    City                      State          Zip

CR E-mail address: _____ Phone: _____

Personal email address: _____

College of the Redwoods Student ID#_____

☐ YES, Nursing (NURS) is declared as my Academic Program

Previous enrollment in CR ADN-RN Program?  No _____ Yes _____    When _____

We are asked by the California Community Colleges Chancellor's Office to gather the following information about our applicants and students. This information is not used for application purposes.

Gender:  _____Male  _____ Female  ___Transgender/Gender Non-Conforming

Ethnic Origin _____
(List all that apply: Black/African American, American Indian, Alaska Native, Asian/Pacific Islander; Asian Indian; Filipino; Native Hawaiian, Hispanic/Latino; White/Non-Hispanic; Mixed (specify) _____

Primary Language_____ Secondary Language(s) _____

Veteran:  Yes _____ (thank you)   No _____

**B. Attach/include the following with your application:**

1. Official Transcripts: Please complete the following and provide official transcripts (unopened, sealed envelope) for all institutions you have attended and are listed below. No transcripts necessary for College of the Redwoods) Only Applications that include transcripts will be processed.

| Name of Institution | City/State | Dates Attended | Units | Degree Received/Date |
|---|---|---|---|---|
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**2. High School graduation verification**: Attach official documentation for <u>ONE</u> of the following (Only applications that include high school verification/GED/CHSPE/Degree will be processed.)

□ H.S. Graduation    □ GED    □ California High School Proficiency Exam **(**CHSPE**)**   □ College Degree_____

                                                      Name of College

**C. Complete the following section (all applicants, including College of the Redwoods students).**
***You MUST provide catalog course descriptions for these courses if you did NOT take them at College of the Redwoods. Only applications that include catalog course descriptions if needed will be processed.**

| Courses required for admission | College | Course Name & Number (i.e. – English 101) | Semester & Year Completed | Grade |
|---|---|---|---|---|
| English 1A | | | | |
| Biol 2, Micro or equiv with Lab. | | | | |
| Biol 6, Human Biology or equiv with Lab. | | | | |
| Biol 7, Physio or equiv with Lab. | | | | |
| *HO 15 Nutrition | | | | |

**\*Paramedic students only**

**E. Affidavit:**
*I attest that the information provided on this application is true and accurate. I have read the entirety of the application packet and understand the policies and procedures of applying to the CR ADN program including wait list placement procedures. I hereby acknowledge that the failure to follow enrollment procedures or omission of required documentation will result in disqualification of my CR ADN application.*

**Signature of applicant:** _____ **Date**_____

| **For Official Use Only** |
|---|
| Evaluator Signature:_____ Final Evaluation Date:_____ <br><br> Lottery Number:_____ Original Wait list Number:_____ |