



Welcome and thank you for your interest in the College of the Redwoods Nursing Program, associate degree in nursing (ADN). Our outstanding program is approved by the Board of Registered Nursing since 1967. Our graduates have a high success rate on the licensure exam for Registered Nursing.

**APPLICATION DISCLOSURES FOR
THE ASSOCIATE DEGREE REGISTERED NURSING (RN) PROGRAM**

Apply February 2024/Program start August 2024/Complete May 2026

Online applications accepted February 1, 2024, at 8:00 am through February 29, 2024, at 4:00 pm

Admission criteria is subject to change from year to year. It is the applicant’s responsibility to meet current requirements and due dates.

College of the Redwoods RN program is approved by the California Board of Registered Nurses (BRN). The program prepares students to graduate with an associate degree in nursing (ADN). Graduates are eligible to take the National Council Examination for Registered Nurses (NCLEX-RN), leading to licensure as a Registered Nurse (RN).

Class selection follows the multi-criteria screening process in accordance with California Education Code 78261 and the California Community College Chancellor’s Office.

- Points are awarded in the areas of academic performance; work or volunteer experience; proficiency in a language other than English; life experiences or special circumstances; and a diagnostic assessment test (TEAS). The points awarded in each of these categories are explained in the point allocation section of these application instructions.
- Program admission is offered to the highest scoring eligible applicants to fill available seats. If there is a tie among applicants, a computerized random selection will break the tie.
- **There is no wait list for the RN program.** Applicants not admitted to the program must reapply in a future application cycle.
- College of the Redwoods RN program licensure exam pass rates are listed at: <https://www.rn.ca.gov/education/passrates.shtml>
- Conviction of a misdemeanor or felony may constitute grounds for denial of licensure. For more information, please refer to the “Reporting Disciplinary Actions” FAQ section of the California Board of Registered Nursing Website: <https://www.rn.ca.gov/applicants/lic-faqs.shtml>

IMPORTANT DATES (review and UPDATE based on other packet adjustments)	
December 31, 2023:	Deadline to complete prerequisite courses
February 1 - 29, 2024:	Online applications accepted for Fall 2024 admission
February 29, 2024	Deadline to submit current official transcripts from all colleges attended
July and October 2023:	ATI TEAS testing for eligible applicants
February 29, 2024:	Deadline to submit ATI TEAS assessment score
April 15, 2024:	Notification of eligibility status and point allocation emailed to all applicants
April 30, 2024	Deadline to appeal eligibility status and dispute point allocation
May 1, 2024:	Notification of admission status
May 16, 2024	Mandatory Orientation to ADN Program
July 31, 2024:	Deadline for additional BRN & Associate Degree required coursework
August 15, 2024:	Class of 2026 RN Program begins

Application Steps and Eligibility

1. College Application and Student Email: All applicants must have applied to the College of the Redwoods and have a CR student ID number.

Apply for admission to College of the Redwoods <https://www.openccapply.net/gateway/apply?cccMisCode=161>

Assure your College of the Redwoods email address is current and active throughout the application cycle. All communication regarding your application and admission status will use your College of the Redwoods email. **No personal emails can be used.** You receive your College of the Redwoods email address and student ID when you apply to be a student at College of the Redwoods.

Name/Address Changes: If there have been any changes to your name, address, email, or phone number after submitting your application, you must update this information immediately by emailing to: HealthOcc@redwoods.edu. Updating your information in College of the Redwoods Admissions alone will not update your RN Program application.

Check CR Email Frequently: Check your College of the Redwoods email for the Important Dates.

2. Transcript Submission: All applicants must submit current transcripts from all colleges attended.

- Official, current transcripts from all colleges attended
- Must be from regionally accredited US colleges or universities
- Transcripts submitted previously showing in-progress coursework need to be resubmitted when the course is completed to be considered eligible
- Transcripts for coursework taken at College of the Redwoods do not need to be submitted

Submit Official transcripts via email: HealthOcc@redwoods.edu

Transcripts can be sent to the College via mail:

College of the Redwoods
 Department of Health Occupations
 Health Occupations Office, AT-100C
 7351 Tompkins Hill Rd
 Eureka, CA 95501

*Foreign/International transcripts must be formally evaluated by a foreign transcription service. For more information, please visit: <https://www.redwoods.edu/admissions/Admissions-Home/Transcripts>

3. Prerequisite Coursework: All applicants must complete the prerequisite coursework before the application closing date. No In-progress coursework will be considered.

Prerequisite coursework completed prior to application with a grade of 'C' or better

Prerequisite courses	Minimum semester credits	CR Course
Microbiology including lab	4.0	BIOL 2 (4 units)
Human Anatomy including lab	4.0	BIOL 6 (4 units)
Human Physiology including lab	4.0	BIOL 7 (4 units)
College Composition	4.0	ENGL 1A (4 Units)

- A combined GPA of 2.50 or higher is required for the 3 science courses, with no rounding.
- Grades of 'C minus' and below are not accepted in prerequisite courses

4. Nursing Program Application: All applicants must complete and submit the online Registered Nursing Application, including verification forms when applicable.

- Complete and submit the online RN application, including all supporting documentation, by the application deadline.
- The online application is accessible on the RN program website during the month of February.
- No printed applications will be accepted.
- Use the RN application link on the RN program webpage to apply. Internet searches may bring up an application from previous years that would not be recognized in this application pool.
- Be sure to review the application summary to verify application is complete and all attachments are uploaded and open successfully.
- Print and save a copy of your application and confirmation number for your record.
- Upon successful submission, a confirmation email will be sent to your College of the Redwoods email account. This email confirms receipt of your application only and does not reflect program eligibility or acceptance into the program.
- If you do not receive a confirmation email within 24 hours after submitting your application, or your supporting document attachments do not open, it is your responsibility to inquire about the status of your application by emailing: HealthOcc@redwoods.edu

5. ATI TEAS Assessment: Students must pass the TEAS Assessment to be accepted into the Nursing Program.

- Students must take the ATI TEAS Assessment Test (Test of Essential Academic Skills) Version 7, with a total score of 62% or higher. The Assessment must be completed prior to applying (Available through CR on 7/21/2023 and 10/13/2023. Please email Jessica-Howard@Redwoods.edu to reserve your seat.)
- A minimum passing composite score of 62% is required for entry into the Nursing program. (Based on legislation.)
- Only the ATI TEAS (Version 7) assessment test will be accepted.
- There is a 3-year recency requirement. Your TEAS test must have been taken between January 2022 to January 2024 to be considered.
- Students who score less than 62% will be required to remediate prior to retesting. Minimum 90 days since previous attempt is required.
- Students who wish to improve their score (original score greater than 62%) may also remediate and retest; there must be at least 90 days between attempts.
- You may take the TEAS test up to 3 times per year. The highest score will be your final score.
- Students who remediate must complete and submit a “Remediation/Retest Approval” form.
- If you test at College of the Redwoods during the current application cycle, your ATI TEAS assessment score is automatically received, and no other documentation is required.
- Refer to the College of the Redwoods ATI TEAS Assessment Test Policy and Test Day Information document for policies, instructions and test day information.
- If you DO NOT take the ATI TEAS assessment test at College of the Redwoods, you must request to have Assessment Technologies Institute (ATI) send your official ATI TEAS transcript (score) to College of the Redwoods.
- Proof of completion from another school will be considered. If this applies to you, email to: HealthOcc@redwoods.edu to request remediation information.
- Refer to “What is the ATI TEAS?” on ATI’s website for additional information about the TEAS

Questions: For questions about the program, program requirements, or the application, contact HealthOcc@redwoods.edu

Program Ineligibility

Applicants are ineligible for admission for one or more of the following reasons:

1. A combined GPA of less than 2.50, with no rounding, in the science prerequisite courses, or a grade less than ‘C’ in any prerequisite.
2. Failure to submit **all** official, current sealed transcripts for coursework completed from **all** colleges and universities attended, other than College of the Redwoods, by application deadline.
3. Prerequisite coursework not taken at a regionally accredited U.S. college or university, or international courses not formally evaluated by ACEI or IERF (check these evaluation services)
4. Failure to meet the ATI TEAS requirements of 62% and remediation.
5. Incomplete applications.
6. Failure to meet deadlines and/or respond to time-sensitive emails.
7. A hold on your College of the Redwoods student account will stop you from successfully moving forward in the process.

College of the Redwoods Associate Degree Nursing RN Program Multi-Criteria Point Allocation

1. Academic degree, license or relevant certificate held by applicant. Points are awarded in ONE of the following categories only. Maximum points = 10

Degree, License or Certificate	Points	Required Documentation
1a. Associate's degree or higher	10	<ul style="list-style-type: none"> Official, sealed transcripts from regionally accredited U.S. colleges or universities, with degree awarded by the application due date. College of the Redwoods transcripts do not need to be submitted. Transcripts must show degree awarded if points are to be applied in this category.
1b. Licensed Health Care Worker: (LVN, Psych Tech, Paramedic)	8	<ul style="list-style-type: none"> Copy of current California license with license number, date issued, and expiration date. Expired or out of state licenses cannot be accepted.
1c. Certified Nurse Assistant Certification plus CNA work experience (500 hours in past 2 years)	8	<ul style="list-style-type: none"> Copy of 1) current California CNA certificate with certificate number, date issued, and expiration date, 2) "Work Experience in Healthcare Verification" form and 3) Employer Letter.
1d. Certificated Health Care Worker: (Nurse Assistant, Medical Assistant, Phlebotomist, EMT, Mental Health Worker, Peer Specialist in Behavioral Health, Case Manager in Behavioral Health, Pharmacy Tech)	6	<ul style="list-style-type: none"> Copy of current California certificate with certificate number, date issued, and expiration date. Expired or out of state licenses cannot be accepted.

2. Academic Excellence: Grade point average in relevant coursework and prerequisite course attempts. Maximum points = 52

Coursework	Points	Required Documentation
2a. Combined Prerequisite Science GPA: (Anatomy, Physiology, Microbiology) <ul style="list-style-type: none"> ➤ Minimum 2.50 <i>combined</i> GPA required and no less than a "C" in any course (GPA cannot be rounded). ➤ Points are calculated by multiplying the combined GPA by 10: i.e. a combined GPA of 3.64 x 10 = 36.4 pts. ➤ GPA cannot be rounded. Maximum points 2a and 2b = 52 	Combined Science GPA of 2.50 or higher x 10 2a. Maximum 40 points	<ul style="list-style-type: none"> Official, current, sealed transcripts from regionally accredited U.S. colleges or universities, showing course completion by the due date.
Prerequisite completion first time	Points	Required Documentation
2b. Points awarded for successful completion of prerequisite courses. <ul style="list-style-type: none"> ➤ 3 points awarded for each of the prerequisite courses completed on the first attempt ➤ Prerequisites: BIOL 2, BIOL 6, BIOL 7, and ENGL 1A or equivalent 	3 points per course Maximum 12 points	<ul style="list-style-type: none"> Official, current, sealed transcripts from regionally accredited U.S. colleges or universities, showing course completion by the due date.

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3. Work or volunteer experience. Maximum Points = 7.5

Work or Volunteer Experience	Points	Required Documentation
3a. 200 hours or more working in healthcare, within the last 2 years	5 points	<ul style="list-style-type: none"> • Work Experience in Healthcare Verification Form • All work experience must be submitted on the current form with this application to be considered.
3b. 200 hours or more volunteering in healthcare or a nonprofit organization, within the last 2 years	2.5 points	<ul style="list-style-type: none"> • Volunteer Experience in Health Care or a Nonprofit Organization Verification Form • All volunteer experience must be submitted on the current form to be considered. • Hours volunteered and signed on the September 2021 volunteer form will be accepted as long as they were completed during the required timeframe.

4. Life experiences or special circumstances.

While more than one of the following criteria may apply, only 10 points can be awarded in this category. Maximum points = 10

Life Experience or Circumstance	Points	Required Documentation
4a. Disability	2.5	<ul style="list-style-type: none"> • Proof of eligibility for Disabled Student Programs and Services (DSPS). Your name must be on document.
4b. Family income	2.5	<ul style="list-style-type: none"> • Proof of eligibility or receipt of financial aid under a program that may include but is not limited to: a fee waiver from the Board of Governors, Cal Grant Program, Federal Pell Grant program; or Cal Works. Your name must be on document.
4c. First generation to attend college	2.5	<ul style="list-style-type: none"> • Personal written statement explaining how you meet this category with your name, student id number, and signature.
4d. Need to work - student worked at least part-time while completing RN prerequisite course(s).	2.5	<ul style="list-style-type: none"> • One paycheck stub from the semester you worked while enrolled in RN prerequisite course(s), or a letter from your employer verifying employment on official letterhead. Your name must be on document.
4e. Disadvantaged social or educational environment	2.5	<ul style="list-style-type: none"> • Proof of participation or eligibility for Extended Opportunity Programs and Services (EOPS). Your name must be on document.
4f. Difficult personal or family situation or circumstances	2.5	<ul style="list-style-type: none"> • Personal written statement describing your difficult situation that has occurred within the past 5 years including your name, student id number, and signature. Supporting documentation may be requested to verify what has happened.
4g. Veteran status	2.5	<ul style="list-style-type: none"> • Copy of form DD214. Your name must be on document.
4h. Refugee status	2.5	<ul style="list-style-type: none"> • Documentation or letter from USCIS. Your name must be on document.

5. Proficiency in languages other than English. Applicant may be proficient in more than one additional language but only 2.5 points can be awarded in this category. Maximum points = 2.5

Proficiency in languages other than English*	Points	Required Documentation
<p><i>Credit awarded for languages as identified by the Chancellor's Office, not limited to:</i></p> <ul style="list-style-type: none"> ➤ American Sign Language ➤ Arabic ➤ Chinese ➤ Farsi ➤ Russian ➤ Spanish ➤ Tagalog ➤ Languages of Indian Subcontinent & Southeast Asia 	2.5	<ul style="list-style-type: none"> • Verification of Proficiency in a Language Other than English Form • Previous language points are no longer valid. The verification form must be submitted on the current form with this application to be considered. <p>* Coursework does not equate to proficiency. Applicant must have the ability to speak, interpret, and write in the language at a conversational level as well as be able to translate in the healthcare setting. The person verifying language ability may not be a relative or family member. Applicants claiming proficiency may be asked to verify this through assessment testing at College of the Redwoods.</p>

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6. Diagnostic assessment tool (ATI TEAS). *Minimum points = 3, Maximum points = 30*

Test of Essential Academic Skills (ATI TEAS)	Points	Required Documentation																		
<p>ATI TEAS Assessment Point Allocation:</p> <ul style="list-style-type: none"> 62% is the minimum accepted score. Applicants with an Overall Score between 62% and 65% will receive the minimum score of 3 points in this category. Applicants with an Overall Score between 93% and 100% will receive the maximum score of 30 points in this category. 	<p>Overall Score - 62 = Points Awarded</p> <p>Minimum of 3 points; Maximum of 30 points</p>	<ul style="list-style-type: none"> ATI TEAS assessment test transcript (score) Note: The ATI TEAS (Version 7) is the required version for this application cycle. <table border="1" data-bbox="833 434 1263 781"> <thead> <tr> <th>Overall Score</th> <th>Total Points in Rubric Category</th> </tr> </thead> <tbody> <tr> <td>62-65</td> <td>3</td> </tr> <tr> <td>66-67</td> <td>5</td> </tr> <tr> <td>68-72</td> <td>7</td> </tr> <tr> <td>73-77</td> <td>10</td> </tr> <tr> <td>78-82</td> <td>15</td> </tr> <tr> <td>83-87</td> <td>20</td> </tr> <tr> <td>88-92</td> <td>25</td> </tr> <tr> <td>93-100</td> <td>30</td> </tr> </tbody> </table>	Overall Score	Total Points in Rubric Category	62-65	3	66-67	5	68-72	7	73-77	10	78-82	15	83-87	20	88-92	25	93-100	30
Overall Score	Total Points in Rubric Category																			
62-65	3																			
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73-77	10																			
78-82	15																			
83-87	20																			
88-92	25																			
93-100	30																			

7. Additional points for previous applicants not selected for admission: *Maximum points = 8*

Previous Eligible Applicant Credit	Points	Required Documentation
<p>8a. An additional 2 points will be awarded to eligible applicants who submitted <i>eligible</i> RN program applications in the previous cycle and were not admitted.</p> <p>8b. An additional 5 point will be awarded to eligible applicants who have previously submitted 2 <i>eligible</i> RN program applications within the last 3 years without being admitted.</p> <p>8c. 8 points will be awarded to <i>eligible</i> applicants who have previously submitted 3 or more <i>eligible</i> RN program applications within the past 5 years <i>without being admitted</i>. The current application does not count toward these points as eligibility has not yet been determined.</p>	<p>2-8</p>	<ul style="list-style-type: none"> RN alternate pool eligible status letters from previous applications. Eligible applications for these points include October 2017, October 2018, October 2019, September 2020, or September 2021. The current application does not count toward these points as eligibility has not yet been determined. Applicants must save their eligible alternate pool letters to resubmit in future applications to receive these points. We are unable to save these for you.

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**College of the Redwoods RN Program
Work Experience Verification Form (Page 1)
For the February 2024 Application**

- Dates of employment must be between **1/1/2022 – 1/31/2024**
- To be eligible for points: BOTH Part A and Part B must be submitted
- No form variations can be accepted, and forms must be submitted in pdf format

Work Experience Criteria

The intent of awarding points in the work experience category is to recognize relevant work experience that would allow students to be well-prepared for success in the RN program. Work duties that facilitate knowledge, understanding, and experience with the RN role, the RN-patient relationship, and the practice of skills in the human healthcare setting may be considered. The following work experiences are examples of work experience that would be considered for points.

- LVN, medical assistant, nurse assistant, paramedic, and psychiatric technician positions
- Multidisciplinary teamwork that includes collaboration with an RN
- Patient health & hygiene, vital signs, feeding, daily living, mobility/transfer techniques

Personal caregiving positions in private homes without a business license are not able to be considered.

Phlebotomy in a clinic alone does not qualify, but may be considered depending on the job description and duty list if in a healthcare setting where collaboration with RN's or LVN's is evident.

Part A. To be completed by applicant

Applicant Name:

Applicant Address:

Applicant Phone Number:

Place of employment:

Address:

Job title:

Start date of employment under this job title:

End date of employment under this job title:

List of duties in your own words that meet the intent of work experience points (applicant's words):

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**College of the Redwoods RN Program
Application WORK EXPERIENCE VERIFICATION
FORM (Page 2)**

- Dates of employment must be between **1/1/2022 – 1/31/2024**
- To be eligible for points: BOTH Part A and Part B must be submitted
- No form variations can be accepted, and forms must be submitted in pdf format

Part B: To be completed by your direct supervisor

Name & Title of Supervisor:

Supervisor phone number:

Supervisor email:

Title of position held by applicant:

Start date of employment under this job description:

End date for this job description, or indicate if still employed:

Criteria 3a: Work Experience. Sign here to verify that the applicant has worked over 200 hours between Jan. 1, 2022, and Jan. 31, 2024, under the healthcare job description that meets RN application work experience criteria:

Direct supervisor signature _____

Criteria 1c: CNA Work Experience Credit. Sign here if the applicant has worked over 500 hours between Jan 1, 2022, and Jan 31, 2024, as a CNA to receive education credit for this work experience:

Direct supervisor signature _____

IMPORTANT! Attach the official job description the applicant was hired for that meets the RN work experience point criteria AND write a description of duties performed that meet the criteria in this box or on official letterhead.

Signature of Supervisor: _____ **Date:** _____

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**College of the Redwoods RN Program Application
Volunteer in Healthcare or Non-profit Organization Verification Form**

- For Volunteer Hours Between January 1, 2022 through January 31, 2023
- No form variations can be accepted, and forms must be submitted in pdf format
 - Exception – Hours volunteered and signed on the January 2022 volunteer form will be accepted as long as they were completed during the required timeframe
- A minimum of 200 volunteer hours is required to qualify for points

Applicant name:

Email:

Volunteer Experience Criteria for Point Consideration:

Your volunteer experience will be evaluated prior to completing the hours by following the instructions on the RN program website. The intent of awarding points in the volunteer experience category of the RN application is to recognize relevant volunteer experience that benefits the volunteer and healthcare community. For the purpose of points, unpaid volunteer positions in a healthcare setting or a nonprofit organization that allow the applicant to gain knowledge, understanding, and experience while improving the health and well-being of our community may be considered.

The following are examples of volunteer experiences that would be considered for points:

- Hospital, long-term care, assisted living, memory care, clinic
- Hospice
- Health Fair
- Non-profit organizations (i.e. Special Olympics, Alzheimer’s Association, American Heart Association, Cancer Society, Food Bank)

Volunteer positions are evaluated on a case by case basis, and points are not guaranteed.

Instructions to Applicant and Volunteer Coordinator/Supervisor:

Take this form to each volunteer activity to have the volunteer coordinator date and sign
If hours were performed before this form was published, submit to the supervisor for proof of volunteer service or the form from the last application will be accepted if applicable.

1. Each day & hours are to be listed. Summarized hours cannot be accepted.
2. Use the second page, or as many pages as necessary, to document hours.
3. Keep this form with all signatures to submit with your online application (200 hours minimum required for points).

Date of Service	Agency/Organization	Volunteer Role	# of Hours Worked	Coordinator/Supervisor Name, Phone Number & Initials
				Full Name: _____ Phone #: _____ Coordinator Signature: __ _____
				Full Name: _____ Phone #: _____ Coordinator Signature: __ _____
				Full Name: _____ Phone #: _____ Coordinator Signature: __ _____
				Full Name: _____ Phone #: _____ Coordinator Signature: __ _____
				Full Name: _____ Phone #: _____ Coordinator Signature: __ _____

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**ASSOCIATE DEGREE REGISTERED NURSING (RN) PROGRAM
Volunteer Experience Verification Form (additional page)**

Date of Service	Agency/Organization	Volunteer Role	# of Hours Worked	Coordinator/Supervisor Name, Phone Number & Initials
				Full Name: _____ Phone #: _____ Coordinator Signature: __ _____
				Full Name: _____ Phone #: _____ Coordinator Signature: __ _____
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**ASSOCIATE DEGREE REGISTERED NURSING (RN) PROGRAM
Verification of Proficiency in a Language Other than English**

- For applications submitted February 2024
- Submit this form in pdf format. No form variation can be accepted

Requirements:

Coursework does not equal proficiency. Applicant must have the ability to speak, interpret, and write in the language at a conversational level as well as be able to translate during a medical emergency. The person verifying language ability may not be a relative or family member. Applicants claiming proficiency may be asked to verify this through assessment testing at College of the Redwoods.

Instructions to Applicant:

1. Print this form.
2. Ask a community member with whom you have had sufficient interaction and who can verify that you are proficient in a language other than English to complete the Community Member Language Proficiency Verification section. This person must not be a relative or family member.
3. Sign and date the Applicant's Acknowledgment section.
4. Follow the instructions provided in the online application* to submit this form with your application by the due date.
* A link to online application will be posted on the Nursing department webpage during the month of September.

Community Member Language Proficiency Verification:

Please print clearly:

I verify that _____ is able to speak, read, and write in _____ at a level
(Name of Applicant) (Language)

that allows common everyday communication, **and** has the ability to translate in a medical emergency.

Signed:

Date:

Name:

Address:

Phone:

Email:

Please describe your relationship to the applicant (you must not be a relative or family member):

Applicant's Acknowledgement:

I acknowledge, by my signature below, that the information on this form is true and correct.

Applicant's name

Applicant's Signature

Date



College of the Redwoods Nursing Program
ATI TEAS Exam
Remediation/Retest Approval Request

I received less than 62% on the TEAS test.

I received greater than 63% on the TEAS test and wish to improve my score and retest.

Describe remediation completed. There MUST be 90 days between each TEAS test taken or the first/earliest TEAS test score will be used. You MUST attached all TEAS results.

Remediation activities:

Multiple horizontal lines for writing remediation activities.

I acknowledge that the plan as presented was completed. The re-test approval request is less than one year from the first/earliest TEAS test date (attach scores).

Student signature: Date:

FOR NURSING DEPARTMENT USE ONLY

Reviewed by CR Nursing Department: [] Approved [] Denied

Reason for Denial: []

Faculty/Director signature: Date: