



*The Center for Allied Health
and Nursing*

El Centro College Vocational Nursing

- Revised for Fall 2019 Application -

The El Centro College Vocational Nursing program is a 51-credit hour curriculum leading to a certificate of completion. A graduate of the program is eligible to take the NCLEX-PN examination to become a Licensed Vocational Nurse (LVN) within the guidelines set by the Texas Board of Nursing. The program is accredited by the Accreditation Commission for Education in Nursing (Address: 3343 Peachtree Road, Suite 850, Atlanta, GA 30326; Telephone: 404-975-5000; Fax: 404-975-5020; Email: info@acenursing.org; Website: www.acenursing.org;) and approved by the Texas Board of Nursing (Address: 333 Guadalupe St., Suite 3-460, Austin, TX 78701-3944; Telephone: 512-305-7400; Fax: 512-305-7401; Email: webmaster@bon.texas.gov; Website: www.bon.texas.gov).

NOTE: An FBI background check and fingerprinting is required for registration and formal entrance to the program and is conducted after a student has applied and been accepted to the program.

Acceptance to the Vocational Nursing program is via **competitive ranking process for selection based on a point award system for designated criteria.**

This information packet contains specific application guidelines and requirements. By submitting an application packet, an individual verifies that they have 1) read the packet thoroughly, 2) obtained all necessary documents from designated website addresses, and 3) understood the policies and procedures for application and acceptance to the program.

EQUAL EDUCATIONAL OPPORTUNITY

Educational opportunities are offered by El Centro College without regard to race, color, age, national origin, religion, sex, disability, or sexual orientation.

APPLICATION REQUIREMENTS TO THE VOCATIONAL NURSING PROGRAM

Application to the Vocational Nursing Program requires the following steps:

- Graduation from high school or earn the General Education Diploma (GED).
- Application and current admission to a Dallas County Community college.
- Completion of Texas Success Initiative (TSI) requirements as necessary.
- Completion of the three program prerequisite courses with a minimum cumulative grade point average of 2.50 or higher on those specific courses.
- Viewing an online Vocational Nursing program information session.
- Completion of designated sections of the HESI A² Test with a minimum score of 80% on each of the required sections.
- Submission of complete documentation of a current physical exam, tuberculosis screening, required immunizations and CPR certification to Castle Branch.
- Submission of a complete application packet to the Health Occupations Admissions Office during a designated filing period.

A. High School Graduation or GED Certificate

Applicants to the Vocational Nursing program must have previously graduated from high school or have completed the General Education Diploma (GED). Documentation of this requirement must be submitted with the application materials to the Vocational Nursing program.

B. General Admission Requirements to the College

Applicants to the Vocational Nursing program must meet all of the college admission requirements for El Centro College as outlined in the official college catalog at <https://www.ElCentroCollege.edu/apply-reg>. Applicants must have earned either a high school diploma or General Education Diploma (GED) in addition to complying with Texas Success Initiative (TSI) requirements before they will be eligible to apply to the program.

All students applying or enrolled at a Dallas County Community college are required to submit their Social Security number to the Registrar's Office. Students who do not possess a Social Security number must complete a form obtained at the Registrar's Office. For more information, consult a Registrar/Admissions Office at any Dallas County Community college.

Official College Transcripts

Prior to application to a health occupations program, potential applicants must have submitted to the Registrar/Admissions Office at one of the seven Dallas County Community colleges **official transcripts from all colleges and universities the applicant has attended whether or not the coursework is relevant to the program application**. The transcripts must be current with the **print date no earlier than three years** prior to the applicant's anticipated admission to a health occupations program. If the official transcripts have not been submitted, the individual's application to a health occupations program will be voided.

Initial Advisement

Students who are beginning college for the first time or who need assistance with placement testing, Texas Success Initiative (TSI), and/or registration for prerequisite courses must visit with an academic advisor in the College Counseling Center as their first step toward future application to a health occupations program. The student who has not completed college coursework should request a general Associate Degree plan from the Counseling Center as a starting point toward application to a health occupations program. **NOTE: Additional assessment testing in computer literacy and learning frameworks courses may be required for certain students. See an Academic Advisor for more information.**

Texas Success Initiative (TSI) Requirements

The Texas Success Initiative (formerly TASP) is an assessment strategy in Texas public colleges and universities to evaluate a student's reading, writing, and math skills for registration advisement and placement into college-level courses. Students should consult the college counseling office to determine their TSI status and testing advisement as necessary prior to application to the Vocational Nursing program. For more information regarding TSI, please consult the official college catalog.

Potential applicants to the Vocational Nursing program must meet TSI requirements in order to apply to the program. If TSI testing indicates that developmental courses in reading, writing, and/or math are required to satisfy TSI requirements, the applicant must complete that remediation before applying to the Vocational Nursing program.

C. Online Program Information Sessions

Potential applicants are required to view an online Vocational Nursing program information session where the program, application procedures, and acceptance policies are discussed in detail. The link to the Vocational Nursing online information is found at:

<https://www.ElCentroCollege.edu/Health-Sessions>

D. Program Prerequisite Courses

Applicants must complete the following three (3) prerequisite courses with a minimum cumulative grade point average of 2.50 or higher to submit an application to the Vocational Nursing program:

	<u>Credit Hrs.</u>
BIOL 2401* Human Anatomy & Physiology I	4
ENGL 1301 Composition I	3
PSYC 2301** General Psychology <u>OR</u>	
SPCH 1311** Introduction to Speech Communication	<u>3</u>
	10

* **IMPORTANT NOTE:** BIOL 2401 is now the required anatomy/physiology prerequisite course. BIOL 1406 is the required prerequisite for enrollment into BIOL 2401. A CLEP test is also available for BIOL 1406. BIOL 2401 must be completed less than 5 years prior to a student's anticipated program start date. For example, if the course is completed in fall 2014 or after, it is valid for application to the program which begins fall 2019. If completed in summer 2014 or before, it will exceed the five year time limit before the start date of the program.

If completed before Fall 2015, SCIT 1407 – Applied Anatomy & Physiology I will be accepted for the BIOL 2401 prerequisite up to the five year time limit for the course.

** For application to the Fall 2019 program, PSYC 2301 OR SPCH 1311 or SPCH 1315 or SPCH 1321 is accepted as the third prerequisite course.

Applicants must also achieve a cumulative GPA of 2.00 or better on a 4.00 system on all previous college coursework to be eligible for program application. Developmental course grades are not included in the cumulative GPA calculation.

E. Evaluation of Previous Coursework

To insure the transferability of previous coursework completed at colleges and universities **other than Dallas County Community colleges**, potential applicants to health occupations programs are encouraged to have their coursework evaluated by the Health Occupations Admissions Office at least one semester prior to a program application filing deadline if possible. **This procedure is especially important for students with coursework from colleges and universities outside the state of Texas.**

Transcripts will first be evaluated by the Health Occupations Admissions Office and, if necessary, be reviewed by respective college faculty for that course discipline. When all courses have been reviewed, an Educational Plan will be prepared for the student. The Educational Plan is accepted as a preliminary "degree plan" for student advisement purposes only.

Educational Plans are usually completed within 4-6 weeks. **The evaluation process is not completed during individual appointments or on an "as you wait" basis.** During peak times such as registration or after the close of the semester when faculty are unavailable, an evaluation

may take longer to complete. Therefore, it is to the applicant's advantage to request the Educational Plan at their earliest convenience well in advance of anticipated application to the program.

The El Centro College Health Occupations Admissions Office and the Health Sciences Division reserves the right to accept or reject any coursework completed at other colleges presented for transfer evaluation toward Health Occupations programs.

For more information on requesting evaluation of your previous coursework and the Educational Plan, download the guidelines and Request for Educational Plan form under the "Resources for Potential Applicants" link at: <https://www.ElCentroCollege.edu/HealthOccAdmissions>

Five-Year Time Limit on Science coursework

All science coursework which appears in a health occupations program curriculum either as a prerequisite or a support course (e.g. anatomy/physiology, chemistry, physics, and microbiology) must have been completed less than five years prior to the anticipated program start date of a Health Occupations program. For example, a BIOL 2401 course completed in Fall 2014 would be valid only up to application for a program which begins in Fall 2019; if completed in Summer 2014, it would exceed the five year time limit prior to the program start date and be invalid.

A student may petition for a waiver of the time limit through the Health Occupations Admissions Office under one of the following considerations:

1. The student has **current work** experience in a healthcare setting utilizing their related science knowledge.
2. The student has successfully completed **advanced courses** in a related science area with a grade of "C" or higher.
3. The student's first course of the two course anatomy/physiology sequence (BIOL 2401) has exceeded the five year time limit but the second course of the sequence (BIOL 2402) is within the five year time limit prior to the anticipated program start date.

The student may petition for a waiver of the time limit through the Health Occupations Admissions Office as a separate review, in conjunction with an educational plan request, or with their application materials.

NOTE: In order for a science course taken at other colleges to be considered for a five-year time limit waiver, the course must first be approved for transferability. Information on the five-year time limit waiver is found under the "Resources for Potential Applicants" link at: <https://www.ElCentroCollege.edu/HealthOccAdmissions>.

Coursework from Foreign Universities

Only courses such as anatomy/physiology and microbiology may be considered for transfer to the Vocational Nursing program from colleges or universities outside the United States. No other courses will be considered. Science courses must be within the five-year time limit. **This evaluation is a multi-step process which may take several weeks. The student must also be enrolled in credit classes at a DCCCD campus before the evaluation process can be initiated.**

More information regarding the evaluation of foreign coursework for transfer credit is found under the “Resources for Potential Applicants” link at:

<https://www.ElCentroCollege.edu/HealthOccAdmissions>.

Credit by Examination, CLEP, and Advanced Placement Credit

Credit through CLEP, High School Advanced Placement Exams and Credit by Examination may be awarded for a limited number of courses toward Health Occupations programs.

Advanced Placement (“AP”) credit for ENGL 1301 is acceptable if the credit appears on a college transcript as ENGL 1301 equivalency. A letter grade is not awarded for “AP” credit.

NOTE: An applicant to the Vocational Nursing program may present credit by exam, CLEP, or “AP” credit for only one of the three prerequisite courses and one support course. Credit will be acknowledged but not calculated with the grade point average.

Detailed information regarding Advanced Placement, CLEP, and Credit by Examination can be found under the “Resources for Potential Applicants” link at:

<https://www.ElCentroCollege.edu/HealthOccAdmissions>

F. HESI A² Test

The HESI A² test is a timed, computerized test which is usually completed in 3-4 hours. In addition to completing the four program prerequisite courses, all applicants to the program must also earn **a minimum score of 80 or higher** on the following sections of the HESI A² test: **Reading Comprehension, Grammar, Vocabulary/General Knowledge, Math and Anatomy/Physiology**. Students must also complete the **Learning Styles and Personality Profile sections** and submit those results with their application materials. The Learning Styles and Personality Profile sections are not graded.

Please note the following important information regarding the HESI A²:

- Test scores are valid for **two years** from the date of testing to the application filing deadline date.
- Applicants may take the HESI A² at any approved testing site including the assessment centers at El Centro and Northlake Colleges. The approximate cost of the HESI test at El Centro College (Paramount Building) is \$38.00.
- **Applicants are responsible for securing their own testing appointment at the location of their choice.** The procedure for making testing appointments and payment varies among testing sites. **Applicants are responsible for submitting their score sheet with their program application materials.**

- HESI A² testing appointments at El Centro College fill quickly. Applicants are encouraged to schedule their HESI A² several weeks prior to an application filing deadline.
- The **HESI A² Study Guide** is available at various bookstores including the Follett Bookstores at El Centro and Northlake Colleges. A **HESI A² Prep** course is periodically offered by the El Centro College Continuing Education Division. Contact that office at 214-860-2147 for dates and times of the prep course.
- **There is no limit on the number of times an applicant may take the HESI A² test for application to the Vocational Nursing program.** If the applicant desires to retake the HESI A², **ALL FIVE SECTIONS** must be retaken. Only one score sheet should be submitted with scores of 80 or higher on each of the four required sections. Scores on individual test sections which are printed on separate score sheets cannot be combined. If more than one score sheet is submitted, the scores from the latest HESI testing attempt will be the scores of record. It is not necessary to repeat the Learning Styles and Personality Profile sections on retests. The printout of these sections can be submitted from one testing attempt.
- Before retesting, the applicant is encouraged to review the study guide and/or enroll in the HESI A² prep course to prepare for the retest opportunity.

More information on the HESI A² and the process for scheduling a testing appointment to take the HESI A² at El Centro College is available at:

<https://www.ElCentroCollege.edu/HealthOccAdmissions>

G. Castle Branch

Applicants to health occupations programs are required to have a current physical examination, specific immunizations, a tuberculosis screening, and certification in CPR at the Healthcare Provider level. The El Centro College Health Sciences Division utilizes Castle Branch, a medical record management company, to verify these requirements. Applicants submit this documentation directly to Castle Branch which will verify whether the records are complete. A one-time set-up fee of \$25.00 is required before you submit your documentation to Castle Branch. See the “Immunization Requirements” guidelines at the following link:

<https://www.ElCentroCollege.edu/HealthOccAdmissions>

IMPORTANT: Some of the immunizations require multiple doses on a specific timeline over several months. Therefore, potential applicants to this program should begin their immunizations at least six to seven months prior to the application deadline.

Castle Branch must receive this documentation no later than the May 31st application deadline and verify that the applicant’s records are complete at the application deadline. If an applicant’s records are not complete at the application deadline, their application will be disqualified from the applicant pool. Please allow 2-4 weeks for Castle Branch to respond to your submissions. This documentation must be kept current throughout the application process and, if accepted to the program, during a student’s enrollment in the program.

If the applicant has personal healthcare coverage at the time of application, that documentation may also be submitted to Castle Branch. If accepted to the program, the applicant must submit proof of coverage to Castle Branch prior to attending clinical. For more information, see item 7 on page 12 of this packet.

H. Vocational Nursing Application Packet Submission

READ THE FOLLOWING INSTRUCTIONS CAREFULLY. Applicants must submit complete application materials to the El Centro College Health Occupations Admissions Office either in person or by mail on or before the application filing deadline.

Application packets with incomplete materials will be disqualified and will be returned to the applicant.

The Vocational Nursing program application packet must be submitted in a 9x12 inch envelope and include the following items to be considered complete and valid:

1. A completed **Vocational Nursing Program Application form and the signed Statement of Student's Responsibility form** (both available after viewing the online program information session).
2. **Documentation of meeting TSI requirements or, if TSI exempt, minimum reading and writing placement test scores** on your Advising Report, assessment testing score sheet, or a scanned college transcript.
3. The **HESI A² score sheet(s)** indicating achievement of a **minimum score of 80 or higher on each of the five required sections and the Personality Profile and Learning Style results.**
4. A photocopy of the student's high school diploma, high school transcript, or GED certificate.
5. Applicants who have current health care related experience must present the following **documentation** to be considered for additional points in the ranking process: 1) a **photocopy of a certificate of completion**, or other credential documentation of their health care training, **and**, 2) a **letter on official letterhead signed by their current or previous supervisor** indicating dates of employment and specific details of the applicant's role/duties in directly dealing with patients in the health care facility. **Experience points will not be reviewed or confirmed prior to application to the program.** The decision on awarding an applicant additional points for patient care/healthcare experience rests solely with the Program Coordinator.

NOTE: Applicants are solely responsible for ensuring that their current official transcripts from ALL PREVIOUSLY ATTENDED COLLEGES AND UNIVERSITIES (excluding Dallas County Community colleges) are submitted to a Registrar/Admissions Office at a Dallas County Community college prior to applying to an El Centro College health occupations program. Official transcripts must have a print date no earlier than three years of anticipated entry to a health occupations program.

Submitting incomplete application materials will disqualify the application and the student will not be considered further in the application process. Students are advised to retain a photocopy of all materials submitted as their application packet.

ONCE AN APPLICATION PACKET IS SUBMITTED TO THE HEALTH OCCUPATIONS ADMISSIONS OFFICE, ADDITIONAL MATERIALS CANNOT BE ADDED TO THE PACKET. THE PACKET CANNOT BE RETRIEVED BY THE APPLICANT UNTIL AFTER THE FILING PERIOD ENDS.

I. Application Filing Period

There is one official filing period per calendar year for entry into the Vocational Nursing program.

NOTE: Early submission of an application during a specific filing period does not influence ranking for admission.

Official application filing period for fall semester (late August) admission:

January 1 – May 31

Notification letters are mailed by July 1st.

Complete application packets may be presented in person at the Health Occupations Admissions Office during regular hours of operation or submitted in the dropbox adjacent to the office door. Mailed application packets must be postmarked no later than an application filing deadline date.

NOTE: In the event that the last day of a filing period falls on a holiday or a Sunday when the college is closed or when the post office does not postmark mail, complete application packets may be presented to the El Centro College Health Occupations Admissions Office ***in person by 5:00 p.m. the next regular business day.***

To submit your application by mail, address your envelope to:

Vocational Nursing
Health Occupations Admissions
El Centro College
801 Main Street
Dallas TX 75202-3604

To submit your application in person, bring your envelope to:

Vocational Nursing
Health Occupations Admissions Office Room P-101
Center for Allied Health & Nursing (Paramount Building)
301 North Market Street
Dallas TX 75202

J. Selection Process

Applicants are ranked for acceptance selection via a point award system*. Point award totals for applicants may range from a minimum of 3 points to a maximum of 12 points on the designated criteria below:

<u>POINT AWARD CRITERIA</u>	<u>POTENTIAL POINTS PER CRITERIA</u>
Prerequisite Course Cumulative GPA (2.50 minimum required) (ENGL 1301, BIOL 2401, and PSYC 2301 <u>OR</u> SPCH 1311/1315/1321)	5
2.50 – 2.99	3 points
3.00 – 3.49	4 points
3.50 – 4.00	5 points
Support Courses completed with a minimum grade of “C” (1 point per each course below)	2
BIOL 2402 HPRS 2300 or RNSG 1301	
HESI A² Test – Cumulative score on the five required sections (minimum score of 80 or above required on each section)	3
450 – 500	3 points
400 – 449	2 points
350 – 399	1 point
Current Health Care Related Experience – 1-2 points possible	2
Less than one year of experience = 1 point One or more years of experience = 2 points	
Examples of experiences include but are not limited to those listed below:	
Certified Nurse Aide (CNA) Home Health Aide (HHA) Medical Assistant (CMA) Medication Aide EMT or Paramedic Pharmacy Technician Phlebotomist Psychiatric Technician Patient Care Technician (PCT) or Patient Care Assistant (PCA) Completion of a least 1 semester of a Vocational Nursing or Registered Nursing program with a grade of at least “C” in all courses.	
MAXIMUM TOTAL POINTS	12

* In the event that two or more applicants with the same point total, the cumulative score on the HESI A² will be used to break the tie.

The table below illustrates the ranking process for a sample group of applicants:

EXAMPLE OF RANKING PROCESS

	Cumulative HESI A ² Scores on all 5 sections (max 3 pts.)	Prerequisite Course GPA (max. 6 pts.)	Support Courses (0.5 pts. each)	Previous Patient Care Experience (max. 2 pts.)	Total Points (max. 12.5 pts.)	Cumulative HESI A ² Scores on all 5 sections
Applicant #1	467 = 3 pts.	4.00 = 5 pts.	2 x 1 = 2 pts.	EMT = 2 pts.	12	467
Applicant #2	459 = 3 pts.	4.00 = 5 pts.	2 x 1 = 2 pts.	None = 0 pts.	10	459
Applicant #3	453 = 3 pts.	3.60 = 5 pts.	0 x 1 = 0 pts.	Med Aide = 1 pt.	9	453
Applicant #4	475 = 3 pts.	2.90 = 3 pts.	0 x 1 = 0 pts.	Paramedic = 2 pts.	8	475
Applicant #5	410 = 2 pts.	4.00 = 5 pts.	1 x 1 = 1 pt.	None = 0 pts.	8	401

You will see in the above table, the shaded columns reflect the point total calculation and the final tie breaker which is the combined NET reading and math scores.

For example, Applicant #1 has a cumulative HESI A² score of 467 on all five sections combined, has a 4.00 prerequisite GPA, completed both of the support courses from the Vocational Nursing curriculum with a “C” or better in each, and is an Emergency Medical Technical (EMT) for a point total of 12. Applicant #3 only received 1 point for patient care experience because their documentation indicated only one year or less of experience. You will note that Applicants #4 and #5 have the same final point total of 8; however, Applicant #4 has a higher combined HESI A² score of 475 as opposed to Applicant #5’s combined HESI A² score of 410 which breaks the tie between them. Therefore, if there were four spaces in the Vocational Nursing program, Applicants 1-4 would be accepted to the program.

Notification Letters

Using the above process, a ranked list is generated from those applications received during the official filing period and both acceptance and non-acceptance notification letters are mailed out. A student who applies during the official filing period and who receives an acceptance letter is required to return a confirmation form within a specified timeframe to verify their space in the class.

Applications submitted during the official filing period are not “held over” to the next year’s official filing period. Students who are not selected for admission the semester for which they apply or students who decline their acceptance for that semester must retrieve and resubmit their application packet by a specified date to reapply during the next application filing period.

Late Application Guidelines

In the rare event that all individuals on the ranked points list for a specific application filing period are accepted and space still remains in that nursing class, applications may be submitted during the late application filing period below:

Late filing for Fall semester admission (only if necessary): June 1 – July 15

NOTE: Only applicants who are being offered a late space will be notified via email; all other late applicants who are not offered a space will be notified by mail after the complete and final Vocational Nursing class is confirmed. ***It should not be assumed that late applications will be necessary for every fall Vocational Nursing class.***

CURRICULUM OVERVIEW – VOCATIONAL NURSING PROGRAM

<u>PREREQUISITES TO PROGRAM ADMISSION</u>			Lec	Lab	Ext	Cont	Cr
			Hrs	Hrs	Hrs	Hrs	Hrs
BIOL	2401*	Human Anatomy & Physiology I	3	3	0	96	4
ENGL	1301	Composition I	3	0	0	48	3
PSYC	2301**	General Psychology <u>OR</u>					
SPCH	1311**	Introduction to Speech Communications	<u>3</u>	<u>0</u>	<u>0</u>	<u>48</u>	<u>3</u>
TOTAL HOURS PREREQUISITES			9	3	0	192	10
<u>SEMESTER I - Fall</u>							
VNSG	1323	Basic Nursing Skills	0	8	0	128	3
VNSG	1409	Nursing in Health and Illness II	4	0	0	144	4
VNSG	1204+	Foundations of Nursing	2	0	0	32	2
VNSG	1360	Clinical – Licensed Prac./Vocational Nurse Training	<u>0</u>	<u>0</u>	<u>9</u>	<u>144</u>	<u>3</u>
TOTAL SEMESTER I CREDIT HOURS			6	8	9	464	12
<u>SEMESTER II – Spring</u>							
BIOL	2402*	Human Anatomy & Physiology II	3	3	0	96	4
HPRS	2300++	Pharmacology for Health Professions	3	0	0	48	3
VNSG	2410	Nursing in Health and Illness III	4	0	0	144	4
VNSG	2460	Clinical – Licensed Prac./Vocational Nurse Training	<u>0</u>	<u>0</u>	<u>24</u>	<u>384</u>	<u>4</u>
TOTAL SEMESTER II CREDIT HOURS			10	3	24	672	15
<u>SEMESTER III – Summer I</u>							
VNSG	1230	Maternal/Neonatal Nursing	2	0	0	48	2
VNSG	1234	Pediatric	<u>2</u>	<u>0</u>	<u>0</u>	<u>48</u>	<u>2</u>
TOTAL SEMESTER III CREDIT HOURS			4	0	0	96	4
<u>SEMESTER IV – Summer II</u>							
VNSG	2160	Clinical – Licensed Prac/Voc Nurse Training	0	0	3	48	1
<u>OR</u>							
VNSG	2162	Clinical – Licensed Prac./Vocational Nurse Training	(0)	(0)	(3)	(48)	(1)
VNSG	2163#	Clinical – Licensed Prac./Vocational Nurse Training	<u>0</u>	<u>0</u>	<u>3</u>	<u>48</u>	<u>1</u>
TOTAL SEMESTER III CREDIT HOURS			0	0	6	96	2
TOTAL PROGRAM HOURS =			29	14	39	1520	43

* BIOL 2401 and BIOL 2402 must be completed less than 5 years prior to the anticipated program start date.

** For Fall 2019 application, either PSYC 2301 **OR** SPCH 1311/1315/1321 will be accepted as the third prerequisite.

+ VNSG 1204 – Foundations of Nursing is offered online via the Internet only.

++ RNSG 1301 – Pharmacology is also accepted.

VNSG 2163 – Clinical – Licensed Vocational Nurse Training is the Capstone experience for the Vocational Nursing program.

A minimum grade of “C” is required in all courses.

GENERAL INFORMATION

1. The Vocational Nursing program accepts one class of 30* students each fall semester. The El Centro College Health Sciences Division reserve the right to make changes in program enrollment capacity.

* Subject to change at the discretion of the El Centro College Health Sciences Division.

2. The Vocational Nursing courses are offered generally during daytime hours. Vocational Nursing courses are completed in two, 16-week academic semesters (one fall and one spring semester) and two, 5-week summer semesters. Each course involves 28-35 hours of class and clinical experience per week. A student should plan to spend 2-3 hours of additional study and preparation time for each hour of class and clinical experience. The demands of the Vocational Nursing program courses suggest that a student may not be able to work full-time while enrolled in the program.
3. The Vocational Nursing program's clinical experience requires that students be physically able to care for sick patients. This involves lifting, moving, bathing, and transferring patients into and out of bed. Students will be exposed to patients with infectious diseases.
4. Students are encouraged to take the required general education support courses (BIOL 2402 and either HPRS 2300 or RNSG 1301) prior to entrance into the Vocational Nursing program, particularly if the student works or has significant family responsibilities. Many students find that completing the support courses first enables them to complete the program successfully while maintaining other responsibilities.
5. Applicants to the health occupations programs at El Centro College must submit physical examination and immunization documentation to Castle Branch no later than the program application deadline. To download the physical form and immunization requirements, see the "Immunization Requirements" link at <https://www.ElCentroCollege.edu/HealthOccAdmissions>.
6. All nursing applicants must be certified in Basic Life Support ("BLS" formerly known as "Healthcare Provider" level) cardiopulmonary resuscitation (CPR) As designated by the American Heart Association and a photocopy of the front and back of the card must be submitted to Castle Branch no later than the program application deadline. The CPR certification must not expire prior to the anticipated program entry date and must not expire during a semester when enrolled in the program. CPR classes are available through the El Centro College Continuing Education Division, the American Heart Association.
7. Proof of current personal healthcare insurance coverage is required for all health occupations students. **If documentation of coverage is not submitted to Castle Branch with immunization records, proof of coverage must be submitted by the first day of the semester if a student is accepted to the program.** Students must secure their own coverage and the insurance policy must cover the student at any hospital facility. Information on college student policies and rates can be found at <https://www.healthcare.gov>.

The National Student Nurses' Association also partners with United Healthcare which offers a student policy for their members. See the following link for more information: <https://www.uhcsr.com/NSNA>

8. Clinical opportunities may be limited for students without Social Security numbers. If accepted to the program, a student must contact the El Centro College Multicultural Center Office (Room CM-60, telephone 214-860-2090) regarding eligibility to apply for a Social Security number before graduation from the program.

9. Many of the nursing prerequisite and support courses are offered online. Students without prior experience with Internet courses should take the Smarter Measure – Learning Readiness Indicator (READI) test to see if they are a good candidate for online learning. Go to <http://ecc.smartermeasure.com/> and log in as a New User. The current User Name is **choose el centro** and the Password is **student**.

10. *Criminal Background Check / Drug Screening*

All students enrolled in Health Occupations programs are required by the Dallas/Fort Worth Hospital Council member facilities to undergo a criminal background check and drug testing prior to beginning their clinical experience. Students are responsible for all charges incurred (approximately \$86.00) for these screenings. **This procedure is conducted after a student has been accepted to their respective program.**

Results of these screenings are forwarded to the El Centro College Health Sciences Division for review and verification that a student is eligible to attend clinical rotation. All background check and drug screening results become the property of the Health Sciences Division and will not be released to the student or any other third party.

A clinical agency reserves the right to remove a student from the facility for suspicion of substance use or abuse including alcohol. The clinical agency reserves the right to request that a student submit to a repeat drug screening at the student's expense on the same day that the student is removed from the clinical facility. Failure to comply will result in the student's immediate expulsion from the clinical facility. Furthermore, regardless of testing or testing results, a clinical agency reserves the right to expel a student from their facility.

NOTE: Should a student who has been accepted to a Health Occupations program be prohibited from attending a clinical rotation experience due to findings of a criminal background check and/or drug screening, the student may be dismissed from the Health Occupations program.

More information regarding the Criminal Background Check and Drug Screening procedure is found under the "Resources for Potential Applicants" link at:

<https://www.ElCentroCollege.edu/HealthOccAdmissions>

11. Potential applicants to the Vocational Nursing Program must be familiar with the licensure eligibility guidelines set forth by the Board of Nurse Examiners for the State of Texas. See that information at www.bon.texas.gov.
12. El Centro College charges a higher tuition rate for courses in which a student registers for the third or more times. The "Third Attempt" policy includes courses taken at any of the Dallas County Community colleges since Fall 2002 semester. Developmental courses are not considered in this policy. For more information regarding the "Third Attempt" policy, please visit the following website:
- https://www1.dcccd.edu/catalog/GeneralInfo/GradesTranscripts/Third_Attempt.cfm?loc=ECC
13. A student may apply to more than one El Centro College Health Occupations program during a given filing period. However, if the student receives an acceptance letter to a specific program, confirms their intent to enter that program, and registers for program courses, their application to any other Health Occupations program that may share that filing period will be null and void.

Further, an individual accepted for admission and currently enrolled in an El Centro College Health Occupations program may not apply or be considered for admission selection for another El Centro

College Health Occupations program unless their current program of study will complete before the second program curriculum begins.

14. Students are responsible for their own transportation arrangements to the college and to their assigned health care facilities for clinical experience. Clinical assignments vary from among the facilities listed below; other clinical affiliates may be assigned:

Dallas Regional Medical Center at Galloway
Methodist Charlton Medical Center
Methodist Dallas Medical Center

North TX Veterans' Affairs Healthcare System
Texas Scottish Rite Hospital

15. El Centro College students who are enrolled in 6 credit hours or more during a fall or spring semester and 3 credit hours or more during a summer semester are entitled to a free DART train/bus pass for that semester. DART passes are available two weeks after the semester begins. See the Cashier's Office for details.
16. Individuals who were first-time college freshman students in Fall 2007 or after are subject to the guidelines of section 51.907 of the Texas Education Code which prohibits a student from dropping more than six (6) college level credit courses during their entire undergraduate career. For more information on the 6 Drop rule, see the official college catalog online at:

<https://www1.dcccd.edu/catalog/GeneralInfo/GradesTranscripts/dw.cfm?loc=ECC>

17. Financial Aid

Students should apply for Financial Aid Office well in advance of program application. More information on filing procedures and deadlines is found at THE FOLLOWING LINK: <https://www.dcccd.edu/PC/FA>. The Health Sciences Division Office located in Room P-712 at 301 North Market Street also has information regarding scholarships and other financial assistance for health occupations students. Contact the Health Sciences Division at 972-860-5095 for more information.

18. Please visit the website below for links to professional organizations and other information regarding the Vocational Nursing profession: <http://www.bon.texas.gov>.
19. Students who are completing the El Centro College Vocational Nursing program during a summer semester who wish to apply for entrance to the subsequent fall LVN-RN Advanced Placement "bridge" program, may submit their complete application packets by the specific application filing deadline. Their application will be considered pending their eligibility to sit for the NCLEX-PN examination. If accepted to the LVN-RN Advanced Placement "bridge" program, the student must be successful on the NCLEX-PN and obtain Texas LVN licensure within the first 60 days of enrollment. If unsuccessful on the NCLEX-PN by that deadline, the student will be removed from the LVN-RN Advanced Placement "bridge" program.
19. Please contact the individuals below for assistance:

Joan Becker, M.A., R.N.
Dean of Nursing
Health Sciences Division
El Centro College/Paramount
301 North Market Street
Dallas, TX 75202
Email JBecker@dcccd.edu
Telephone: 972-860-5041

Jesse Elizardo, Vocational Nursing Admissions
Health Occupations Admissions Room P-101
El Centro College/Paramount
301 North Market Street
Dallas TX 75202
Email: JElizardo@dcccd.edu
Telephone: 972-860-5007

The official mailing address for all application materials and correspondence is:

Vocational Nursing Admissions
Health Occupations Admissions
El Centro College/Paramount
801 Main Street
Dallas TX 75202-3604

Official transcripts should be mailed directly to:

El Centro College – Registrar
801 Main Street
Dallas, TX 75202-3604

EScript transcripts must be sent to:

Registrar-ECC@dcccd.edu

Program information packets are revised September 1st of each year and program guidelines are subject to change. Students are responsible for insuring they have the latest program information packet from the website below:

<https://www.ElCentroCollege.edu/Health-Packets>

Visit the Vocational Nursing Program webpage:

<https://www.ElCentroCollege.edu/Voc-Nursing>

Health Occupations webpage:

<https://www.ElCentroCollege.edu/HealthCareers>

Health Occupations Admissions Office webpage:

<https://www.ElCentroCollege.edu/HealthOccAdmissions>

Like us on Facebook:

<https://www.facebook.com/groups/ECC.AlliedHealthandNursing>

ESTIMATED EXPENSES FOR THE VOCATIONAL NURSING PROGRAM *

	<u>Dallas County Resident</u>	<u>Out of County Resident</u>	<u>Out of State/ Country Resident</u>
PREREQUISITE COURSES			
Tuition (10 credit hours)	\$ 590.00	\$ 1,110.00	\$ 1,740.00
Textbooks	230.00	230.00	230.00
HESI A ² Test	40.00	40.00	40.00
Castle Branch	25.00	25.00	25.00
CPR Certification **	65.00	65.00	65.00
Physical Exam and Immunizations **	<u>225.00</u>	<u>225.00</u>	<u>225.00</u>
Total	\$ 1,175.00	\$ 1,695.00	\$ 2,325.00
SEMESTER I – Fall Semester			
Tuition (15 credit hours)	\$ 708.00	\$ 1,332.00	\$ 2,088.00
VNSG Textbooks +	1,169.85	1,169.85	1,169.85
VNSG Lab Pac	275.00	275.00	275.00
Professional Liability Insurance ++	11.70	11.70	11.70
Exam Soft Fee	27.50	27.50	27.50
Uniforms (2 sets)/lab coat	250.00	250.00	250.00
Name Tag (2)	12.00	12.00	12.00
Shoes	60.00	60.00	60.00
Bandage scissors	8.00	8.00	8.00
Stethoscope	35.00	35.00	35.00
Watch with second hand	40.00	40.00	40.00
Background Check/Drug Testing	<u>86.00</u>	<u>86.00</u>	<u>86.00</u>
Total	\$ 2,683.05	\$ 3,307.05	\$ 4,063.05
SEMESTER II – Spring			
Tuition (17 credit hours)	\$ 885.00	\$ 1,665.00	\$ 2,610.00
Support Course Textbooks	150.00	150.00	150.00
Exam Soft Fee	<u>27.50</u>	<u>27.50</u>	<u>27.50</u>
Total	\$ 1,062.50	\$ 1,832.50	\$ 2,787.50
SEMESTER III – Summer I			
Tuition (4 credit hours)	\$ 236.00	\$ 444.00	\$ 696.00
Exam Soft Fee	<u>27.50</u>	<u>27.50</u>	<u>27.50</u>
Total	\$ 263.50	\$ 471.50	\$ 723.50
SEMESTER IV – Summer II			
Tuition (5 credit hours)	\$ 118.00	\$ 222.00	\$ 348.00
HESI Exit Exam	55.00	55.00	55.00
Review Class	250.00	250.00	250.00
NCLEX-PN and related licensure fees	364.00	364.00	364.00
Nurse Pin (optional)	<u>30.00</u>	<u>30.00</u>	<u>30.00</u>
Total	\$ 817.00	\$ 921.00	\$ 1,047.00
TOTAL ESTIMATED PROGRAM EXPENSE	\$ 6,001.05	\$ 8,227.05	\$ 10,946.05

* Tuition and other fees are subject to change. See official catalog for tuition table. The tuition above is current for September 2018.

** Estimated cost of physical exam and immunizations.

+ Hard copies of nursing textbooks are also available at an additional cost.

++ Liability insurance is assessed each fall at \$11.70 to cover fall, spring and summer semesters.

See Accounting Office for Tuition Payment Plan option. Other costs to consider: Personal health care insurance coverage, transportation and Parking Fees to El Centro and hospital clinical sites.

VOCATIONAL NURSING APPLICATION CHECKLIST

This checklist is provided to assist you in following the steps toward program application. It is not part of the application packet which is submitted with transcripts, etc.

1. Obtain Vocational Nursing program information packet and view an online program information session.
2. Complete an application for college admission.
3. Submit official transcripts from all previously attended colleges and universities to the El Centro College Registrar's Office or the Registrar/Admissions Office at any other Dallas County Community college.
4. See an academic counselor as needed for TSI counseling, placement testing, etc. and complete any developmental courses as may be prescribed from test scores. **An applicant must be in compliance with all three areas of TSI requirements to apply to the Vocational Nursing program.**
5. If needed, request Educational Plan/transfer evaluation of course work taken at other colleges that applies to Vocational Nursing curriculum with Health Occupations Admissions Office.
6. Complete the following Vocational Nursing prerequisite courses with a minimum cumulative GPA of 2.50 or higher:
 ENGL 1301 BIOL 2401 PSYC 2301 **OR** SPCH 1311/1315/1321
7. Complete the HESI A², scoring a minimum of 80% on all required sections of the test **and** complete the Personality Profile and Learning Styles sections.
8. If possible before the application filing deadline, complete one or both of the following general support courses which apply to the Vocational Nursing curriculum.
 BIOL 2402 HPRS 2300 or RNSG 1301
9. See a physician or healthcare clinic for a physical examination and obtain all required immunizations, and TB screening; obtain CPR training at the Healthcare Provider level.
10. Submit physical exam form, immunization and TB screening documentation with photocopy of front and back of CPR card to Castle Branch prior to the application filing deadline.
11. Compile the following materials as your complete Vocational Nursing application packet:
 - Completed Vocational Nursing application form (available after viewing the online info session).
 - Signed Statement of Students' Responsibility form (on the back of the program application form).
 - Documentation of TSI compliance on a transcript, advising report, score sheet, etc.
 - Original HESI A2 score sheet(s) indicating a minimum score of 80% on all five required sections **and** the Personality Profile and Learning Styles section results.
 - Patient care/health care experience documentation if any (see page 7, section H, item 5).
 - Photocopy of high school transcript, high school diploma, or GED certificate.
 - Copies of any request for course substitution forms (for evaluated transferred courses) or 5-year waiver forms that have been granted to the student.
12. Place the above materials in a 9" x 12" envelope for submission either in person or by mail to:

MAILING ADDRESS: Vocational Nursing Admissions Health Occupations Admissions El Centro College/Paramount 801 Main Street Dallas, TX 75202-3604	PHYSICAL ADDRESS: Vocational Nursing Admissions Health Occupations Admissions – Rm P-101 El Centro College/Paramount 301 North Market Street Dallas TX 75202
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