
This packet contains information about the program, the required pre-entrance process - part one and application process – part two, to be considered for enrollment. All information in this packet and on the school website **MUST** be read before you register for the pre-entrance exam.

ADMISSION/ENROLLMENT POLICIES

Valley Baptist Medical Center (VBMC) Vocational Nursing Program is an equal opportunity educational institution and complies with all federal and Texas laws regarding affirmative action requirements in all programs and policies. In compliance with Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, and Section 504 of the Rehabilitation Act of 1973, and the Older Americans Amendment of 1975, this institution does not discriminate on the basis of age, race, color, religion, sex, national origin, or handicap in administration of its education policies, admission policies, and other school administered programs.

GENERAL REQUIREMENTS

Each applicant must be eighteen (18) years of age before graduation. Each applicant must take the current ATI-TEAS pre-entrance exam. The test must be taken at least one time at Valley Baptist. An official high school transcript or General Education Degree (GED) must be submitted with the admission application. Non-United States citizens must show proof of citizenship or hold a valid permanent visa from Immigration and Naturalization Service (INS). A medical background or health care classes may be helpful but are not required. Each applicant must complete a (SAFRAN) MORPHOTRUST USA Criminal Background Check (CBC) and must be cleared by the Board of Nursing prior to enrollment in the program. A health assessment must be completed at designated facility. The admission process consists of two stages.

Stage One:

Pre-Entrance Testing Process

The pre-entrance exam is the Test of Essential Academic Skills (TEAS). The exam is a 170 question TIMED test that measures basic academic preparedness in Reading, Math, Science, English and Language Usage. The objectives assessed in the tests are those that nursing and allied health educators deem most relevant for measuring entry level skills and abilities of program applicants.

Registration for the Pre-Entrance Exam will begin in July. Visit www.atitesting.com for testing dates and times, registration and payment instructions for the TEAS test. The test registration receipt and/or confirmation, and the Pre-entrance Information form must be presented to the test proctor, before the test, to be allowed to take the online exam. The registration form must be completed and signed by the individual test taker. Any person arriving 10 minutes after the test begins must reschedule.

TEAS testing dates and times will be updated monthly.

Candidates may submit their TEAS exam results from another testing site to be reviewed by the School Faculty, under the following conditions:

1. Must take TEAS exam at least once during the current testing season at Valley Baptist Medical Center.
2. The TEAS exam must be the current edition (6th or 7th) and meet posted scoring criteria
3. TEAS exam scores are valid for 2 years, (October 2020 – October 2022)
4. Complete and sign the attached Pre-Entrance Information Form – 2022

To Register For Exam:

Online registration must be completed and a non-refundable vendor fee must be paid at www.atitesting.com.

Register Online Instructions:

1. Create an account with www.atitesting.com
2. Click "Online Store"
3. On the left, under Register, click TEAS.
4. Enter State (Texas), and City (Harlingen), click next
5. Location (VBMC LVN School Administered at Boggus Education Pavilion)
6. Find date and time, follow instructions to complete registration.

Required items for the day of the exam:

1. Valid picture ID
2. ATI's receipt/confirmation form
3. Pencils.
4. Pre-entrance Information form – completed and signed by the individual test taker
5. Must bring and wear a mask

Note – Calculators will be provided.

Cell phones will not be permitted during exam and must be turned off upon entering the testing site.

Failure to follow the instructions or comply with testing rules (written or verbal) will result in dismissal from the exam. To reschedule or retake exam, non-refundable vendor fee is required and must be completed online.

Test results are generated upon completion of the exam and will not be given over the phone. To retake the exam, a candidate must follow the same payment and registration process as the first time. Candidates must wait at least five (5) calendar days between pre-entrance exam attempts. Candidates may only take the Pre-Entrance Exam three (3) times in a calendar year. The highest qualifying scores achieved will be considered for the application process.

To prepare for the pre-entrance exam, a study guide is available for purchase at the VBMC Gift Shop or www.ATItesting.com.

Pre Entrance Testing Score Qualification for Selection

Test of Essential Academic Skills (TEAS) test scores must meet the minimum scores for each category:

Reading: 57% Math: 53.3% Science: 40% English: 52%

On the designated day (see timeline), the names of the top qualified candidates for the Application process will be notified. Selected candidates must attend the assigned mandatory Information Session.

Stage Two: (In October)

Information Session for the Application Process

Admission application packets will be issued during the Information Session. Information on background checks, fees, and general requirements, and some guidelines and policies will be reviewed. Candidate interviews will be scheduled.

Applicants for admission to the VBMC Vocational Nursing Program are selected based on the pre-entrance test score, completion of the application, background check, interview, reference letters, and health screen. Final selection of candidates and alternates will be posted in November, in the school office.

Any applicant who previously attended VBMC Vocational Nursing Program or any other nursing program(s) must meet all admission requirements for the current application year, and give written authorization to request any additional information from previous schools or programs.

Application Information

Applicants must comply with all events, deadlines, requirements and responsibilities for the current application year. If an applicant decides to decline admissions / enrollment, the applicant must submit a letter to the School Office or email the school at LVNSchool@valleybaptist.net.

Application

The Application and ALL required documents must be submitted to the School Office by the assigned date and time, to be eligible for enrollment. All items must be complete, accurate, and legible including:

Veterans Administration Benefits (GI Bill) – if applicable

It is the responsibility of the applicant to verify eligibility status with U.S. Department of Veterans Affairs Education. The school will complete the Certificate of Enrollment (VA Form 22-1999) and submit after the first day of class. The school will notify the Veterans Administration (VA) within 30 days if enrollment has ceased. Each applicant eligible and using VA Benefits must submit:

- A copy of DD-214
- Copy of Certificate of Eligibility
- Any Military transcripts (if applicable)

International Applicants – if applicable

- All non-U.S. citizens must meet the same admission criteria as domestic applicants.
- All classes are conducted in English.
- All students must be able to adequately read, write and speak English.
- If secondary school was completed outside the United States, transcripts must be translated and evaluated by an International Educational Evaluation Agency.
 - An official translated and evaluated transcript must be turned in with application.
- A copy of permanent visa/resident alien card must be submitted with application.

Disclosure Forms and Background Check

The Texas Board of Nursing (TBON), Valley Baptist Medical Center School of Vocational Nursing Program, and assigned clinical facilities require a criminal background check (CBC). The Texas Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI) processes the CBC. Fingerprint scanning must be completed by (Safran) Morphotrust USA (<http://www.identogo.com> or by calling 1-888-467-2080.). The results are submitted directly to the TBON.

- This is mandatory for all applicants.
- Submit proof of completing the background check with your application.
 1. Blue postcard – stating, “Your file is cleared.”
OR
 2. TBON letter of clearance and copy of court document(s).
- Applicants accepted for admission must be cleared by the TBON.
- Cost of the CBC is the applicant’s responsibility.

Criminal Background Checks and Fingerprinting:

1. Due to strict qualifications for licensure, set forth by the Texas Board of Nursing (BON), and policies on employment by Valley Baptist, a criminal background check (CBC) is required. Criminal background checks are performed on all applicants for Licensure in Texas. The CBC is processed through the Texas BON by the Texas Department of Public Safety (DPS) and the Federal Bureau of Investigation (FBI) based on the set of fingerprints you provide to MorphoTrust. The BON cannot accept fingerprint cards or criminal background check results mailed by the applicant, or results that were completed for another facility, even if the previous check was completed through the DPS and the FBI. Once the Texas BON receives the DPS/FBI CBC, the Texas BON will:
 - a. Mail a postcard directly to the applicant who has a cleared CBC;
OR
 - b. Correspond with anyone who has a positive (hit) CBC and request a petition for a declaratory order;
OR
 - c. Correspond with the applicant who has a rejected fingerprint scan and request another one.

Any applicant with a positive (hit) CBC is required to follow the directions from the Texas BON. Applicants must be cleared by Texas BON and submit their letter of clearance to the school to be eligible for admission.

2. The Texas BON, in compliance with the authority granted by the Texas Legislature, may refuse to approve persons to take the licensure examination who have been convicted or plead guilty or no contest (including deferred judgments) to a felony, a misdemeanor involving moral turpitude, or engaged in conduct resulting in the revocation of probation imposed pursuant to such conviction or plea.

The Texas BON review of applicants with eligibility issues can take three (3) to six (6) months.

If you answer “YES” to any of the following questions, you may have eligibility for licensure issues.

For any criminal offense, including those pending appeal, have you:

- A. been convicted of a misdemeanor?
- B. been convicted of a felony?
- C. pled nolo contendere, no contest, or guilty?
- D. received deferred adjudication?

- E. been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
- F. been sentenced to serve jail or prison time? Court-ordered confinement?
- G. been granted a pre-trial diversion?
- H. been arrested or have any pending criminal charges?
- I. been cited or charged with any violation of the law?
- J. been subject to a court-martial; Article 15 violation; or received any form of military judgment/punishment / action?

(You may only exclude Class C misdemeanor traffic violations.)

NOTE: Expunged and Sealed Offenses: While expunged or sealed offenses, arrests, tickets or citations need not be disclosed, it is your responsibility to ensure the offense, arrest, ticket or citation has, in fact, been expunged or sealed. It is recommended that you submit a copy of the Court Order expunging or sealing the record in question to our office with your application. Failure to reveal an offense, arrest, ticket or citation that is not in fact expunged or sealed, will at a minimum, subject your license to a disciplinary fine. Nondisclosure of relevant offenses raises questions related to truthfulness and character.

NOTE: Orders of Non-Disclosures: Pursuant to Tex. Government Code § 552.142(b), if you have criminal matters that are the subject of an order of non-disclosure you are not required to reveal the criminal matters on this form. However, a criminal matter that is the subject of an order of non-disclosure may become a character and fitness issue. Pursuant to other sections of the Government Code chapter 411, the Texas Nursing Board is entitled to access criminal history record information that is the subject of an order of non-disclosure. If the Board discovers a criminal matter that is the subject of an order of non-disclosure, even if you properly did not reveal that matter, the Board may require you to provide information about any conduct that raises issues of character.

- *Are you currently the target or subject of a grand jury or governmental agency investigation?*
- *-Has **any** licensing authority refused to issue you a license or ever revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a professional license, certificate or multi-state privilege held by you now or previously, or ever fined, censured, reprimanded or otherwise disciplined you?*
- *Within the past five (5) years have you been addicted to and/or treated for the use of alcohol or any other drug?*
- *Within the past five (5) years have you been diagnosed with, treated, or hospitalized for schizophrenia and/or psychotic behavior, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder?*

*Pursuant to Occupations Code §301.207, information regarding a person's diagnosis or treatment for a physical condition, mental condition, or chemical dependency is confidential to the same extent that information collected as part of an investigation is confidential under the Occupations Code §301.466

Any questions, concerns or **IF IN DOUBT** related to the above information may be discussed with the Texas BON or VBMC Vocational Nursing Program Director or designee.

Record of Previous Education and Training

- All applicants are required to submit an **official** High School (HS) transcript
OR
Official GED scores and the HS transcript (if completed 10th grade or higher).
- Submission of unofficial transcripts and/or certificate of completion for all schools attended is required. E.g. college, technical, vocational, and other training programs.
- Complete the Record of Previous Education and Training (CSC-010) form.

Essay

- Topic: Will be assigned.
- The essay must be: Typed, legible font (10 – 12), 1 ½ - 2 pages, and double-spaced.

Letters of Recommendation

- Two (2) letters of recommendation:
 - Dated and written within 30 days of acceptance of application process
 - Original signature (not a copy or stamp)

Basic Life Support

- The American Heart Association Basic Life Support (Health Care Provider) course will be offered on a designated Saturday after school begins. (See fees)
- If the applicant is currently certified by the American Heart Association and the certification will not expire during the school year, the applicant may be excused from the course. Applicant must submit a copy of current card with the application.

Uniforms

- VBMC School of Vocational Nursing does not provide student uniforms.
- Required uniform information will be provided to prospective students.
- The students must purchase uniforms on their own, through the chosen vendor.
- Any issues regarding uniforms and/or accessories must be directed to the chosen vendor.
- School Patch will be available to purchase at the schools chosen vendor.

Health Assessment

- All *accepted* applicants are required to complete a health assessment. The assessment will include: health history, seasonal influenza vaccine, blood work, drug screen, N95 mask fitting, and Tuberculosis (TB) test.
- Submit current immunization record. Immunization record must show proof of completion of the following vaccines: Tetanus, Diphtheria & Pertussis (Tdap), 2 doses of the Measles, Mumps, and Rubella (MMR), and the Hepatitis B series. If any of these are missing, it is the student's responsibility to obtain these *after acceptance* to the program.
- A Chest X-Ray may be required if TB test is positive or if the applicant is a positive converter. This is covered by the Health Assessment fee.
- Applicant must disclose and provide proof of all medications prescribed by a physician.
- Positive drug screens are confirmed by a second laboratory. A confirmed positive will be referred to the Program Director and will be handled in a confidential manner. The applicant will be advised of the positive result and ineligibility for current enrollment.

NOTE: Any conditions found during the pre-enrollment assessment that require a physician consultation will be discussed with the applicant. Before enrollment, the applicant is responsible to provide proof of a physician consultation and recommendations to the school.

- Last day to pay and schedule assessment will be provided.
- Non-payment and/or completion after deadline will result in non-enrollment.
- Students must keep immunization record current to avoid clinical interruption.

Academic Catalog/Student Handbook, Textbooks, and Additional Handouts

- Academic Catalog will be distributed during the 1st mandatory enrollment information session.
 - This is required reading.
- Handouts will be distributed at orientation.
 - The student will be required to purchase two clinical reference books. Reference books are not included in cost of the program.

Program Cost

Program tuition and fees are divided into scheduled payments throughout the year. Texas BON application fees and National Council for State Boards of Nursing examination fees are not included in the program cost. Payments can be paid with cash or credit card. Personal checks will not be accepted. Failure to comply with the payment schedule will place the applicant/student at risk of not being processed for enrollment or continuation in the program.

The Program is not approved to offer Federal Student Aid (F.S.A). However, the Program is approved by the Veteran’s Administration for students who qualify for the G.I. Bill. Students may be eligible for assistance through Texas Workforce Solutions.

If any additional information is needed, contact a program representative at 956-389-1721.

Tuition and Fees (Class of 2023)

| | |
|---|------------|
| Tuition | \$9,855.00 |
| Fees | \$2,315.00 |
| Administrative Fee (non-refundable) | \$100.00 |

***Other Fees**

The following expenses are the responsibility of the student and are not covered in tuition and fees: Immunizations, any medical treatments for clearance, (Safran) MorphoTrust USA (Criminal Background Check), Basic Life Support training, health assessment, transportation, clinical site parking, shoes, books (textbooks, reference books, & PrepU), uniforms, replacement items, medical equipment, personal nursing assessment equipment, school supplies, ceremony fees, NCLEX-PN review course (NEC), Texas Board of Nursing Licensure application fee, NCLEX-PN examination fees, and testing site fees.

| *Estimated Cost | |
|----------------------------------|-------------|
| Item | Cost |
| Books (if purchased in packages) | \$995.63 |
| Uniforms/Supplies | \$350.00 |
| Health Assessment | \$60.00 |
| Basic Life Support | \$60.00 |
| Criminal Background Check | \$45.00 |
| NCLEX review | \$200.00 |
| Ceremonies | \$100.00 |

*Purchase of these is the responsibility of the student. Estimates of costs have been provided but may be subject to change by vendors.

Tuition and Fee Payments:

- Failure to pay tuition/fees by scheduled deadlines will result in termination from the program.
- Payment location: VBMC – Harlingen East Tower Cashier’s window
- Payment times: Monday – Friday 8:00 am – 2:00 pm.
- Payment methods: Cash, Credit Cards, or Cashier’s checks. ***No personal checks.***

Financial Information 2023

| Items | Tuition | Other | Total |
|---|-------------------|-------------------|--------------------|
| Assessment Technology Institute (ATI)-CARPs | | \$1,000.00 | \$1,000.00 |
| Level I Fee | | \$405.00 | \$405.00 |
| Administrative Fee (non-refundable) | | \$100.00 | \$100.00 |
| | | | |
| Course-NSG 101: Foundations | \$435.00 | | \$435.00 |
| Course-NSG 102: Anatomy & Physiology | \$530.00 | | \$530.00 |
| Course-NSG 103: Fundamentals of Nursing I | \$590.00 | | \$590.00 |
| CLN 101: Clinical I | \$900.00 | | \$900.00 |
| Course-NSG 104: Fundamentals of Nursing II | \$600.00 | | \$600.00 |
| Course-NSG 105: Pharmacology | \$305.00 | | \$305.00 |
| | | | |
| Level II Fee | | \$405.00 | \$405.00 |
| Course-NSG 201: Maternal Newborn Nursing | \$340.00 | | \$340.00 |
| CLN 201: Clinical II | \$2,400.00 | | \$2,400.00 |
| Course-NSG 202: Pediatric Nursing | \$345.00 | | \$345.00 |
| Course-NSG 203: Medical Surgical Nursing I | \$400.00 | | \$400.00 |
| | | | |
| Level III Fee | | \$405.00 | \$405.00 |
| Course-NSG 301: Medical Surgical Nursing II | \$875.00 | | \$875.00 |
| CLN 301: Clinical III | \$2,165.00 | | \$2,165.00 |
| Total Amounts | \$9,885.00 | \$2,315.00 | \$12,200.00 |

| Tuition and Fees | Due | Amount |
|------------------|------------|--------------------|
| Payment #1 | 12/8/2022 | \$1,505.00 |
| Payment #2 | 1/5/2023 | \$435.00 |
| Payment #3 | 1/23/2023 | \$1,120.00 |
| Payment #4 | 2/27/2023 | \$900.00 |
| Payment #5 | 3/27/2023 | \$905.00 |
| Payment #6 | 5/1/2023 | \$1,275.00 |
| Payment #7 | 6/12/2023 | \$1,280.00 |
| Payment #8 | 7/24/2023 | \$1,335.00 |
| Payment #9 | 8/28/2023 | \$1,150.00 |
| Payment #10 | 9/25/2023 | \$1,150.00 |
| Payment #11 | 10/16/2023 | \$1,145.00 |
| Total: | | \$12,200.00 |

Timeline

| | |
|--------------------|--|
| July 2022 | Pre-Entrance registration begins |
| July –October 2022 | Pre-entrance testing dates including retakes |
| October 14, 2022 | Candidates notified for the Interview/Application Information Session |
| October 17, 2022 | Interview/Application Information Session (location to be announce) |
| October 24, 2022 | Application Deadline by 12:00 noon |
| October 31, 2022 | Post Class of 2023 Final Selection with Alternates |
| December 1, 2022 | 9:00 AM – Mandatory Class of 2023 Information Session 2:00 PM – Payment due |
| January 5, 2023 | 8:00 AM – Mandatory Orientation/Enrollment Session 2:00 PM – Payment Due |

PRE-ENTRANCE INFORMATION FORM – Class of 2023

Instructions: This form **MUST** be printed, completed, signed by the individual test taker, and submitted to the Proctor before testing is permitted. Print clearly and legibly to prevent a delay in the criminal background check. A new form is required for each testing date.

Scheduled Testing Date: _____

Name: _____
Last First Middle Maiden

Mailing Address: _____
No. and Street Apt# City Texas Zip

Social Security Number: ____ - ____ - ____ **Date of Birth:** ____/____/____
Month Day Year

Area code/telephone: Work: _____ Home: _____ Cell: _____

Email address: _____

High School Grad? No Yes If Yes, What year? _____ **Where:** _____

GED? No Yes If Yes, Last Grade Completed? 9_10_11 _____ **Attended College?** Yes No

Have you ever been ENROLLED in a Nursing program?

No Yes If Yes, LVN RN When: _____ What School/Program: _____

Valley Baptist employee: (please mark if applies)

Current? No Yes If Yes, Harlingen Brownsville What Department? _____

Previous? No Yes If Yes, What Year(s)? _____ Harlingen Brownsville What Department? _____

How did you hear about our program? Radio Newspaper Website Friend/Family Other _____

My initials and signature indicate the following (if applicable) :

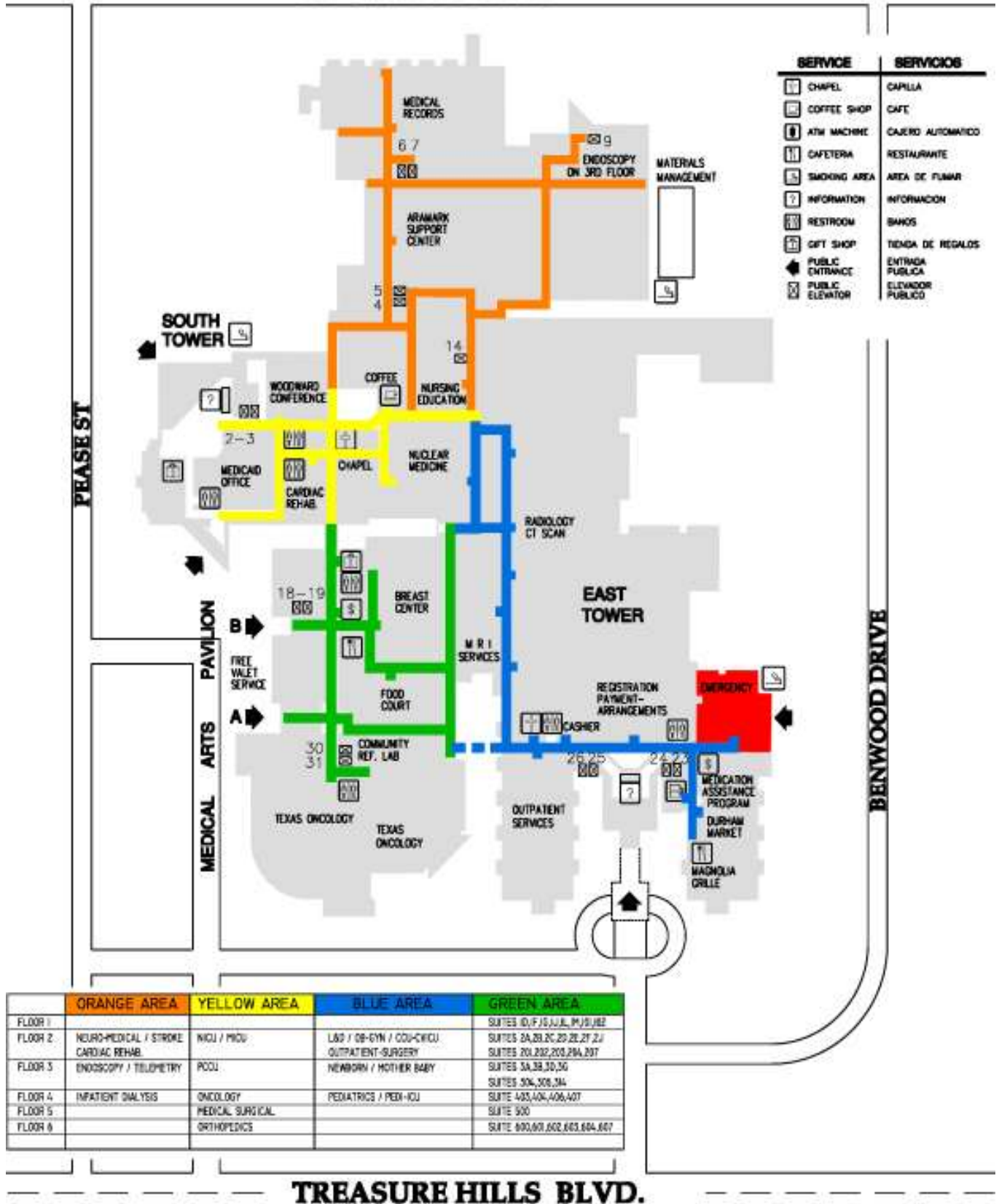
- _____ I have **READ** and **UNDERSTAND** all the pre-entrance information on the Valley Baptist Medical Center, School of Vocational Nursing website.
- _____ In terms stated in this packet, from the Texas Board of Nursing, I acknowledge the receipt of verbal and written information regarding conditions that may disqualify me as a graduate from licensure and the rights to petition the Texas Board of Nursing for Declaratory Order of Eligibility.
- _____ I understand I must wait five (5) calendar days between pre-entrance exam attempts, if taken within the five (5) calendar days scores will not be considered.
- _____ I have Read and Understand the information on ATI’s website.
- _____ I understand I must bring a Valid photo ID, two (2) or more pencils, my ATI username and password.
- _____ I understand this form (Pre-entrance information form) is only available online and **MUST** be completed and submitted to the Proctor on scheduled exam date.
- _____ I understand failure to bring the required materials/documents and/or comply with requirements will result in the need to reschedule the exam at applicant’s additional expense.

Signature Here

Date:

HOSPITAL WAYFINDING AND VISITORS MAP

ED CAREY DRIVE



TREASURE HILLS BLVD.