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This packet contains information about the program, the required pre-entrance process - part one and application process – part two, and acceptance process 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. 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.

### **Pre-Entrance Testing Process – Part One**

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.

To prepare for the pre-entrance exam, a study guide is available for purchase at [www.ATItesting.com](http://www.ATItesting.com).

Testing candidates may to take the pre-entrance exam in-person at our facility, or proctored at home or other testing sites.

**In-person testing at VBMC LVN School:** Visit [www.atitesting.com](http://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.

**To Register For Exam:**

Online registration must be completed and a non-refundable vendor fee must be paid at [www.atitesting.com](http://www.atitesting.com).

**Register Online Instructions:**

1. Create an account with [www.atitesting.com](http://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.

**Proctored from home or other testing sites:** submit TEAS exam (Individual Performance Profile) results to be reviewed by the School Faculty, under the following conditions:

1. The TEAS exam score must be the current edition (6<sup>th</sup> or 7<sup>th</sup>) and meet posted scoring criteria
2. TEAS exam scores are valid for 2 years, (October 2022 – October 2024)
3. Complete and sign the attached Pre-Entrance Information Form – see attached
4. TEAS Exams scores must be submitted before Application Deadline in October.
5. Valid Photo ID must be submitted with scores.

**Pre Entrance Testing Score Qualification for Selection**

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

Reading: 57.0%

Math: 50.0%

Science: 40.0%

English: 50.0%

## **Application Process – Part Two**

An Information Session will be provided via video conferencing for all applicants to attend (see timeline for additional information). Admission application packets will be available online. 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, Immunization record, and health screen. Final selection of candidates and alternates will be notified in November.

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**

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
- Military transcripts

#### **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 10<sup>th</sup> 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.

### **Questions**

- All questions must be answered completely.

### **Letters of Recommendation**

- Two (2) letters of recommendation:
  - Dated and written within application process timeframe (June – October)
  - Original signature (not a copy or stamp)
  - Must be non-relative recommendation

## **Basic Life Support – Heart Saver**

- Applicant must submit a copy of current card prior to enrollment.
- Must be certified by the American Heart Association.
- Certification must not expire during the school year.

## **Additional Information – Post Selection**

### **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), two 2 doses of the Measles, Mumps, and Rubella (MMR), Varicella 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.
- COVID 19: the LVN School will follow CDC and VBMC policies and guidelines at all times. This will include vaccinations/ declination and personal protective equipment requirements.
- 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 reviewed during the Orientation.
  - This is required reading.
- Handouts will be distributed at Orientation.

## 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

Tuition .....	\$10,500.00
Fees .....	\$1,600.00
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.

<b>*Estimated Cost</b>	
<b>Item</b>	<b>Cost</b>
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 2025

Items	Tuition	Other	Total
Level I Fee		\$900.00	\$900.00
Administrative Fee (non-refundable)		\$100.00	\$100.00
Course-NSG 101: Foundations	\$460.00		\$460.00
Course-NSG 102: Anatomy & Physiology	\$560.00		\$560.00
Course-NSG 103: Fundamentals of Nursing I	\$625.00		\$625.00
CLN 101: Clinical I	\$960.00		\$960.00
Course-NSG 104: Fundamentals of Nursing II	\$640.00		\$640.00
Course-NSG 105: Pharmacology	\$330.00		\$330.00
Level II Fee		\$400	\$400
Course-NSG 201: Maternal Newborn Nursing	\$365.00		\$365.00
CLN 201: Clinical II	\$2550.00		\$2550.00
Course-NSG 202: Pediatric Nursing	\$365.00		\$365.00
Course-NSG 203: Medical Surgical Nursing I	\$420.00		\$420.00
Level III Fee		\$300	\$405.00
Course-NSG 301: Medical Surgical Nursing II	\$925.00		\$875.00
CLN 301: Clinical III	\$2300		\$2,165.00
<b>Total Amounts</b>	<b>\$10,500</b>	<b>\$1,700.00</b>	<b>\$12,200.00</b>

Tuition and Fees	Due	Amount
Payment #1	12/12/2024	\$100.00
Payment #2	01/02/2025	\$1,060.00
Payment #3	01/20/2025	\$1,185.00
Payment #4	03/03/2025	\$1,265.00
Payment #5	03/31/2025	\$965.00
Payment #6	05/05/2025	\$1,415.00
Payment #7	06/9/2025	\$1,315.00
Payment #8	07/21/2025	\$1,370.00
Payment #9	08/25/2025	\$1,175.00
Payment #10	09/22/2025	\$1,175.00
Payment #11	10/20/2025	\$1,175.00
<b>Total:</b>		<b>\$12,200.00</b>



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](mailto:LVNSchool@valleybaptist.net).

### **Timeline**

June 2024	Pre-Entrance begins
June - October 2024	Pre-entrance testing / result submission
October 1 <sup>st</sup>	Application Information Session – via online Zoom: Meeting ID 422 112 8488    password LVN2025
October 8 <sup>th</sup> – 11 <sup>th</sup>	School Office will be closed
October 23, 2024	Application Deadline by 12:00 noon
October 10 <sup>th</sup> – November 2024	Interview Session (location to be announce)
November 14, 2024	Notify Candidates for Final Selection with Alternates - Class of 2025
December 12, 2024	9:00 AM – Mandatory Class of 2025 Orientation 2:00 PM – Payment due
January 2, 2025	8:00 AM – Mandatory Orientation/Enrollment Session 2:00 PM – Payment Due

PRE-ENTRANCE INFORMATION FORM – Class of 2025

Instructions: This form **MUST** be printed, completed, signed by the individual test taker, and submitted with test results. Print clearly and legibly to prevent a delay in the criminal background check.

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 \_\_\_\_\_

I was referred by: \_\_\_\_\_  No one referred me

**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 with test scores.

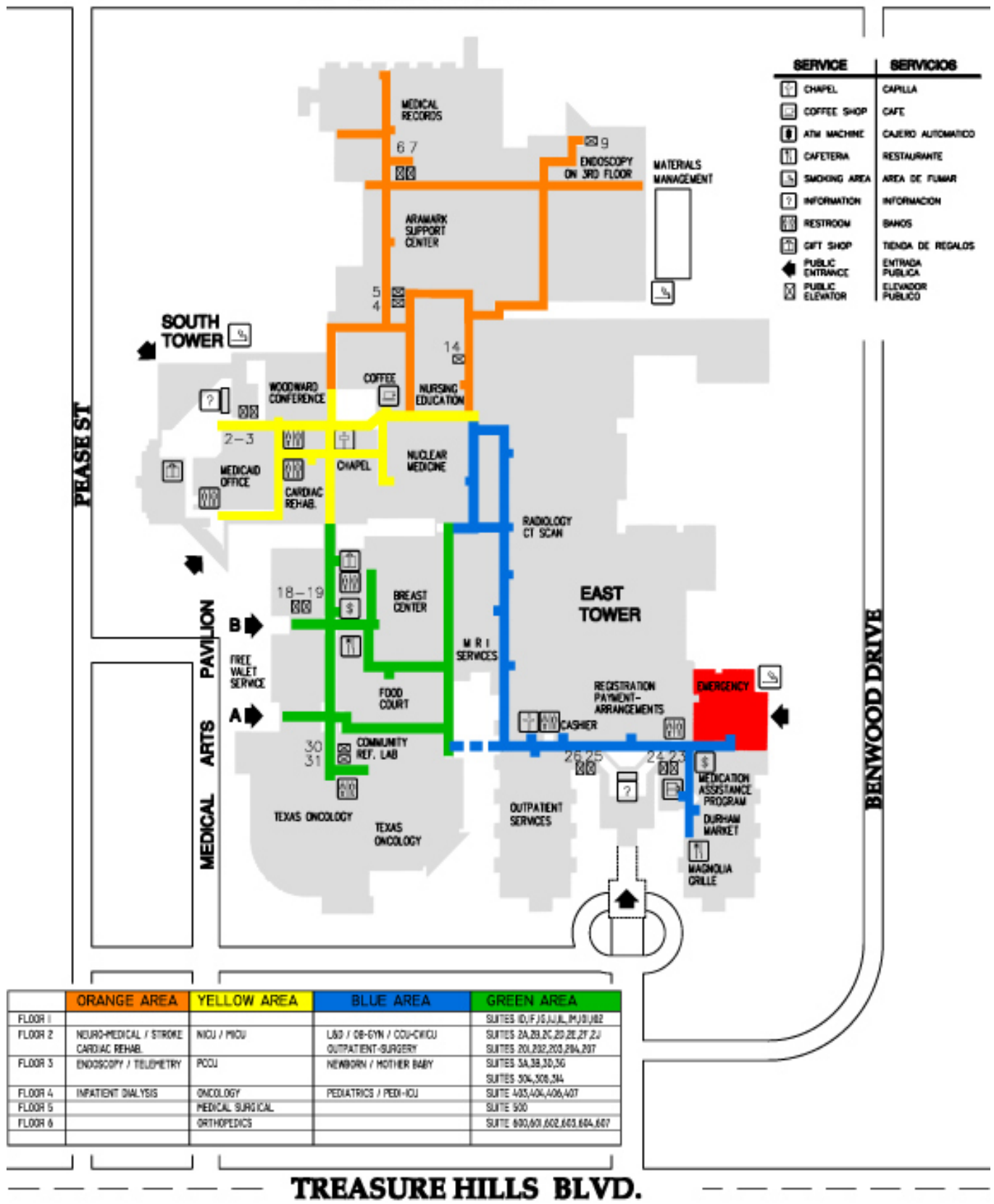
\_\_\_\_\_ I understand failure to bring the required materials/documents and/or comply with requirements will result in the need to reschedule the exam at applicant’s additional expense.

\_\_\_\_\_  
Signature Here

\_\_\_\_\_  
Date:

# HOSPITAL WAYFINDING AND VISITORS MAP

ED CAREY DRIVE



TREASURE HILLS BLVD.