



Class of 2027

Pre-Entrance Process Timeline and Application Instructions

Please mark your calendars and carefully review all important dates below. Failure to meet any deadline may jeopardize enrollment.

Date	Event
October 1 @10am & 5:30pm	Information Session (Zoom) Meeting ID: 422 112 8488 Password: FS2026
October 12-16	School Office Closed - Staff attending conference
October 20 by 1:00 p.m.	Deadline to submit TEAS results , photo ID, and Pre-Entrance Form
October 21 by 12:noon	Application Submission Deadline
October - November 3	Applicant Interviews
November 12	Notification of Final Selection and Alternate Status
November 12	Schedule Health Screen Appointment
November 20 by 12:noon	Deadline to Complete Health Screen
November 23-27	School Office Closed for Thanksgiving Holiday
December 10 at 9:00 a.m.	Orientation
December 10 by 2:00 p.m.	Deadline for Payment #1
TBA	Deadline to Order and Pay for Class and Clinical Uniforms
December 21 - January 1	School Office Open with Limited Hours <i>Please call before visiting the office.</i>
January 7	Mandatory Orientation Classrooms 3 & 4
January 7	Payment #2 Due
January 7	First Day of Class

Important Reminder

Applicants are responsible for meeting all deadlines and requirements outlined in the application packet. Failure to submit required documents, complete screenings, attend mandatory sessions, or make required payments by the specified deadlines may result in forfeiture of enrollment eligibility.

Questions?

Please contact the School of Vocational Nursing Office at **(956) 389-1721**.

Application Information

READ CAREFULLY. **You must comply** with events, deadlines and responsibilities in order to begin the enrollment process.

The Texas Board of Nursing (TBON) and Valley Baptist Medical Center (VBMC) are committed to providing safe care to those individuals in need of health care.

SCHOOL INFORMATION:

Valley Baptist Medical Center School of Vocational Nursing

2110 Vela Drive, Harlingen, Texas 78550

Telephone: 956-389-1721

Office Hours: Monday-Thursday, 8:00 am - 4:30 pm & Friday 8:00 am – 12:00 Noon.

The **Application and ALL required documents** must be submitted to the School Office by assigned deadline or you will not be eligible for enrollment. All documents / items must be complete, accurate, and legible in ink or typed.

Required documents / items include:

- Application for Admission
- Current TEAS score
- ❖ VBMC Employee or Cerner User?
- Copy of valid Photo Identification (Driver's License)
- ❖ Copy of Visa / Resident Alien card (for non-United States Citizens)
- ❖ DD-214, Cert. of Eligibility, and Military Transcripts (If using VA Benefits)
- Disclosure Forms and Background Check (Printed Scheduled Appointment / Morphotrust USA receipt / Blue Postcard / Letter of Clearance)
- Record of Previous Education and Training / Transcripts (form CSC-010)
- Secondary Official Transcripts and or Official GED scores
- Post-Secondary Transcripts
- Completed Interview questions
- Essay
- Two (2) Letters of Recommendation
- Parking Permit Application
- Form W-9
- Form Stark II
- Copy of Immunization Record
- Basic Life Support card

❖ **Items “not applicable” (NA) to some individuals**

APPLICATION CHECKLIST

- All blanks must be completed **with initials or NA** (when applies)
- All must be addressed
- Must have signature in ink and dated

APPLICATION FOR ADMISSION

- All blanks / questions must be completed or NA (when applies)
- Must have signature in ink and dated

CURRENT TEAS SCORES

- Submit current TEAS score if not on file at the school (see Pre-entrance Packet for scoring criteria)

PHOTO IDENTIFICATION

- Submit copy of valid government issued ID. (example: Driver's License)

VISA/RESIDENT CARD - For non-United States citizens only

- Submit copy of VISA / Resident card

VETERAN 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

"GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>."

DISCLOSURE FORMS AND BACKGROUND CHECK

The Texas Board of Nursing (TBON), Valley Baptist Medical Center 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) will process the CBC. Fingerprint scanning must be completed by Morphotrust USA <https://uenroll.identogo.com>. The results are submitted directly to the TBON.

- Instructions and the "Service Code" are sent via email. This is mandatory for all applicants.
- Submit proof of scheduled appointment / completion of the CBC 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 but not cleared by the TBON may be placed on the alternates list based on space availability. Alternates accepted for admission must meet ALL deadlines, including payments and show proof of clearance from the TBON by noon on first day of enrollment
- ALL applicants accepted for enrollment must be cleared by the TBON.
- Cost of the CBC is the applicant's responsibility.
- **Must have signature in ink and dated**

PROOF OF CRIMINAL BACKGROUND CLEARANCE FORM

- Complete form
- All blanks must be completed **with initials**
- Must have signature in ink and dated
- Attach Proof of Process, Clearance Card or Outcome letter

Note: Proof of Clearance **MUST** be on file prior to enrollment – no exceptions

RECORD OF PREVIOUS EDUCATION AND TRAINING

Complete and sign the Record of Previous Education and Training form (CSC-010)

- – will be completed with School Official and applicant

TRANSCRIPTS

High School /GED

- 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).

- Official High School Transcript can be emailed from the High School to the LVN School (Stephanie.hamby@valleybaptist.net). This will be the responsibility of the applicant to confirm transcript was received.

Post Secondary

- Submission of transcripts and/or certificate of completion for all schools attended are required. E.g. college, technical, vocational, and other training programs.
- Transcripts do not have to be Official.

INTERNATIONAL APPLICANTS

- 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.

INTERVIEW QUESTIONS

- All questions must be answered legibly written / typed.
- Complete section "Note to Students"

ESSAY

- **Topic:** How would you describe your personal nursing philosophy, and what qualities or skills do you believe are essential to succeed as a graduate of this program?
- Typed, legible font (10 – 12), 1 ½ - 2 pages, double-spaced.

LETTERS OF RECOMMENDATION

- Submit two (2) professional letters of recommendation.
 - cannot be related to applicant
 - written within current admission timeframe (June – October)
 - dated
 - with original / electronic signatures
 - contact information

W-9 FORM

- Complete, sign and date

STARK FORM

- Complete vendor name (applicant's name)
- Answer questions 1-4
- Sign, date, print name and title will be "LVN Student"

PARKING PERMIT APPLICATION

- Parking Permit Application be completed
- Students must follow parking policies.

HEALTH RECORD

- 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), 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.

Once accepted applicants will receive additional information for the Health and Drug Screen.

HEALTH SCREEN (AFTER ACCEPTANCE)

- 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.
- A Chest X-Ray may be required if TB test is positive or if the applicant is a positive converter. 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 school 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 Health Management.

- Last day to be scheduled for Health Screen, see timeline for assigned date.
- Non-payment and/or completion after deadline will result in non-enrollment.
- Students must keep immunization record current to avoid clinical interruption.
- Additional Fees: for required immunizations, drug screening, and x-rays.

BASIC LIFE SUPORT (BLS)

- Applicant must submit a copy of current card, or attend certification course
- Certification must provide by the American Heart Association.
- Certification must not expire during the school year.

ADDITIONAL INFORMATION:

UNIFORMS: (will be address during Orientation)

Uniform Information and Guidelines is included in this packet for required uniforms, shoes, and other requirements. The school has sample sizes for fittings. Please call for an appointment.

- **Uniforms (Clinical)**

- Uniforms can be ordered and purchased through Meridy's by Deadline.
- Accessories are also available to view and order.
- The company accepts payment by major credit cards.
- Any issues regarding uniforms and/or accessories must be directed to Meridy's.
- Meridy's contact information: www.meridys.com or 1-800-237-9164
- Pass code: Valley985 (pass code is not case sensitive)

- **(Minimum order required)**

- 3 White Uniform Tops with logo & program band (worn on clinical days)
- 3 Wine Uniform Pants
- 1 White Lab Jacket with Patch

Patches are only available at Meridy's. You may choose to purchase uniform pants, jacket and accessories elsewhere. The uniforms must be the exact style offered by Meridy's and have the school patch attached.

Any problems with your purchase must be addressed with Meridy's or the company where purchased, NOT the School.

- **Polos (Classroom)**

- Will be ordered through **Hi-Tech Embroidery**.
- See Deadline to order. (any orders taken deadline will result in an upcharge)
- Any issues must be directed to **Hi-Tech Embroidery**.

- **(Minimum order required)**

- 2 Black Polo shirts with logo (worn on class days and specific clinical sites)

NOTE: You may purchase more if you desire. Uniforms should fit comfortably, NOT tight or baggy. Tops and bottoms must be of appropriate length (pants must not drag on the ground)

Nursing shoes, Athletic shoes or Clogs must meet the following criteria:

- Must be completely white
--Any minimal coloration must be approved by a faculty member.
- Must have closed toe and heel backing.
- Must have upper leather or rubber type material --No mesh or fabric at all.

Other requirements:

- 1 Watch with a second-hand (no smart or digital watches)
- 1 Stethoscope (advice – do not purchase Sprague type stethoscope)
- 1 Trauma scissors (small) or bandage scissors

- 1 Penlight
- 1 Finger Pulse Oximeter
- 1 Goggles or Face shield

The School of Vocational Nursing dress code will be followed by each student enrolled in the program. It is important to maintain a professional appearance at all times. Students are encouraged to keep an extra uniform in their car in case of unexpected situations. All uniforms will be clean and wrinkle free. Uniforms **must not** be worn outside of designated school (classroom/clinical) hours. Refer to Student Handbook for further uniform instructions.

TEXTBOOKS:

- It is the responsibility of the student to order and purchase the required academic textbooks.
- See Required Academic Textbook information for the ordering and purchasing information.
- Textbooks are not included in cost of the program.

TUITION AND FEE PAYMENTS:

- Failure to pay by scheduled deadlines will result in non-enrollment.
- Payment location: VBMC – Harlingen East Tower Cashier’s window
- Payment times: Monday – Friday 8:00 am – 4:00 pm.
- Payment methods: Cash, Credit Cards, or Cashier’s checks. No personal checks

Tuition and Fees (Class of 2027)

Tuition	\$10,500.00
Fees	\$1,600.00
Administrative Fee (non-refundable).....	\$100.00

OTHER FEES:

*Estimated Cost	
Item	Cost
Books (if purchased in packages)	\$995.63
Uniforms/Supplies	\$350.00
Health Assessment	\$40.00
Basic Life Support	\$60.00
Criminal Background Check	\$.00
NCLEX review course	\$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.

ORIENTATION:

During the Orientation, the Academic Catalog/ Student Handbook and will be reviewed and Handouts will be distributed.

Mandatory Enrollment Information Session and orientation, and Payment #2 is due.

- **Non-attendance will result in non-enrollment.**
- Class schedules and additional information about the Program will be discussed.