

Associate Degree Nursing Program

LVN-RN Transition Program Application Packet

APPLICATION DEADLINE:

March 1st at 4 p.m.

**If the application deadline falls on a weekend or holiday, applications are due the next business day.*

***All admission requirements must be fully completed by application deadline.*

Dear Associate Degree in Nursing Program applicant,

Thank you for your interest in the Associate Degree Nursing Program. Victoria College offers the LVN-AND Transition Program. Upon successful completion of the program, the graduate is eligible to apply to take the National Council Licensure Examination for Registered Nurses (NCLEX-RN). Satisfactory achievement on the examination will qualify the graduate for licensure as a registered nurse.

The Associate Degree Nursing Program at Victoria College located in Victoria, Texas is accredited by the: Accreditation Commission for Education in Nursing (ACEN) • 3390 Peachtree Road NE, Suite 1400 • Atlanta, GA 30326 • (404) 975-5000. The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree Nursing Program is Continuing Accreditation. View the public information disclosed by the ACEN regarding this program at <http://www.acenursing.us/accreditedprograms/programSearch.htm>

Admission Requirements Checklist

Admission requirements for the Associate Degree Nursing (ADN) Program differ from general admission to Victoria College. Additional information may be found at www.victoriacollege.edu/professionalnursing. **Any changes in the admission requirements will be available at www.victoriacollege.edu/professionalnursing.** *It is the applicant's responsibility to check the website frequently for any admission requirement changes.* The ADN Program is a selective admission program with a limited number of available student slots each semester. ***It is strongly encouraged to visit Victoria College Academic Advising and follow the checklist in numerical order to ensure all requirements are met.***

In order to be considered an eligible applicant, it is the responsibility of the applicant to ensure that all necessary documents, as stated below, are in the ADN Office (VC admissions office for VC application and transcripts) or uploaded and accepted to the appropriate website by the application deadline.

1. **Victoria College Academic Advising** – Applicants must schedule an appointment with Carol Marcengo-Stehling, the Allied Health Academic Advisor for information regarding the application process. To schedule an appointment: log into your Pirate Portal > click on Navigate-Students > click on Login with School Account > click on the Appointments link on top left > click on Meet your Success Team, next on Assigned Academic Advisor, and follow the steps to schedule your time. If you encounter problems scheduling your appointment, please contact the Advising & Counseling Office for assistance at 361-582-2400.
2. **Victoria College Application** An online application must be completed for admission to Victoria College. Admission information is located at <http://victoriacollege.edu/admissions>. It is the applicant's responsibility to validate with the Admissions and Records Office that their Victoria College application has been processed by calling (361)485-6841.

3. **Request Official Transcripts.** High school diploma or GED, transcript from any other college or university that you have attended other than Victoria College, have them sent directly to:
- Victoria College
Office of Admissions & Records
2200 East Red River
Victoria, Texas 77901

Transcript processing time can vary, please contact the Admissions Office at 361-485-6841 to determine when documents have been received. Once you have confirmed your documents have been received, schedule an appointment with your Academic Advisor Carol Marcengo-Stehling to have the Nursing Transfer Evaluation Form completed (please see step 1 on page 1 for information on scheduling an appointment). The Nursing Transfer Evaluation Form is required for ALL applicants, and it must be completed before you attend your advising appointment with the ADN program. For students with transfer classes, the completion of the form can take up to 4 weeks. For students with no transfer classes, the form will be completed the day of your appointment with Carol.

4. **TSI complete (Texas Success Initiative).** Applicants must be TSI complete to qualify for admission. Please contact the Advising & Counseling Office for more information at (361) 582-2400. It is the applicant's responsibility to validate their TSI status with the Advising & Counseling office.
5. **Prerequisite Courses.** A grade of C or better by the application deadline in each of the following prerequisite courses:
- BIOL 2401 BIOL 2420* PSYC 2301 HPRS 2300*
- *BIOL 2420, BIOL 2401, & BIOL 2402 can be no more than 5 years old. If BIOL 2401 & BIOL 2402 are over five years old, the applicant only will need to repeat BIOL 2402 by application deadline.**
- *HPRS 2300 can be no more than 3 years old by the application deadline.**
- *Psychology courses (PSYC 2301 & PSYC 2314) completed more than 7 years ago must be repeated. If the applicant completes BIOL 2401, BIOL 2402 & BIOL 2420 at Victoria College, they will receive extra points per course towards their admission score.**
6. **GPA.** The applicant must have an overall GPA of a 2.0 on all Victoria College hours attempted and a GPA of a 2.25 on the ADN program of study.

❖ **Associate Degree Program Advising** – Once you have met with Academic Advising, please refer to the information below, in numerical order, to start the ADN Application Process.

1. **Associate Degree Nursing Transition Program Application.** Apply to Victoria College Associate Degree Nursing Program by completing the program application. The application is current for 1 year. Every year the applicant must submit a new application. We encourage applicants to apply to the program early on in the applicant's college career and have an advising appointment with the program. This will ensure the understanding of all requirements and that all requirements are met in a timely manner.
2. **Licensure Eligibility Questions (LEQ).** Complete the Licensure Eligibility Questions (LEQ) form and turn it in with your program application to the ADN office. The LEQ is current for 1 year and MUST be resubmitted yearly until accepted into the program. This form will be used to initiate a criminal background check (CBC) that the Texas Board of Nursing will do through the Texas Department of Public Safety (DPS) and Federal Bureau of Investigators (FBI). The administrative assistant will send your name to the Board of Nursing. You will receive further instructions via email from IdentoGo once the Board of Nursing has accepted your LEQ. The entire background check process can take up to **120 days** depending on the individual and the circumstances. Complete the application and LEQ in enough time to meet the application deadline.

- 3. **Clear Criminal Background Check.** A clear Criminal Background Check (CBC) must be on file in the ADN Office by the application deadline. The procedure to complete this requirement will be emailed to prospective students once their ADN application & LEQ has been received and processed by the Board of Nursing. It can take up to **120 days** to receive a clear CBC. Without resolution of all licensure eligibility issues, the applicant is not eligible for admission into the program. Once a clear CBC is received, it is the applicant's responsibility to submit the **original** document, which will come in the mail, from the Board of Nursing as a blue postcard. For applicants with a declaratory order, submit the letter indicating Board order. Upload the blue postcard (front & back) or letter to Castle Branch before hand-delivering original document to ADN office. The blue postcard or letter is only current for one year from the postmarked date. The applicant must request a new blue card or letter yearly from the Texas Board of Nursing.

- 4. **Advising Appointment.** Schedule an advising appointment by calling the ADN Program's Administrative Assistant at **(361) 572-6435**. An advising appointment must be completed at least yearly until the applicant is accepted into the program. We encourage applicants to apply to the program early on in the applicant's college career. **However, the student must meet with Academic Advising and receive the Nursing Transcript Evaluation Form prior to scheduling your appointment with one of our faculty members.** It is mandatory to have an advising appointment yearly with the program. This will ensure the understanding of all program requirements and that all requirements are met in a timely manner.

- 5. **ATI TEAS Exam.** A qualifying ATI TEAS adjusted individual total score of a 64% or higher is required for admission. Register to take the ATI TEAS exam at www.atitesting.com. A qualifying score is current for 2 years. Applicants that score above a 64% will receive additional points toward admission based on a scale. It is the applicant's responsibility to contact the ADN Program Administrative Assistant to ensure that current TEAS scores are in the applicant file. After 2 years, if the applicant has not been accepted into the program, the applicant must retake the exam again and meet the minimum adjusted individual total score. The applicant will be able to test three times in a twelve month period with the most recent score being considered. There is a study guide available for purchase on the ATI website. ATI TEAS taken anywhere other than Victoria College, the applicant is responsible for having official transcript sent from ATI website. Applicants can visit <http://victoriacollege.edu/teasv> or contact the Testing Center at (361) 572-6480 for further information and test dates.

- 6. **Castle Branch Account.** The following immunizations (or proof of serological immunity) & important documents must be completed, uploaded under your account and a report **printed and submitted** to administrative assistant by the application deadline.
***See handout on Castle Branch for further explanation**
 - MMR.** Measles, Mumps, Rubella
 - Tdap.** Tetanus, Diphtheria & Pertussis
 - Hepatitis B Series.** Hepatitis B Series (**6 months to complete**) **Fast track not accepted**
 - Varicella (Chicken Pox).** If you had Varicella as a child, you will be required to get a titer and show immunity.
 - Clear Criminal Background Check.** You will need to upload a picture of your blue card (front & back) or letter from the Texas Board of Nursing that states your criminal background check is clear.
 - Professional License.** For ADN transition students only, you must provide a copy of your unencumbered Texas Vocational Nursing license. Renewal will be set based on the expiration on the license. License number must be visible.

LVN-ADN TRANSITION STUDENT CURRICULUM

Prerequisites			Credit Hours
BIOL	2401	Human Anatomy & Physiology	4
~BIOL	2420	Microbiology	4
~PSYC	2301	General Psychology	3
~HPRS	2300	Pharmacology for Health Professions	3
SDEV	0301	¹ Learning Frameworks	0
			14 credit hours

¹ Required for all first-time-in-college students with 12 college hours or less. EDUC 1300 may be substituted for SDEV 0301.

SEMESTER I			Credit Hours
RNSG	1327	Transition from Vocational to Professional Nursing	3
RNSG	1261	Clinical-Transition-Nursing (RN Training)	2
~PSYC	2314	<i>Lifespan Growth & Development</i>	3
~BIOL	2402**	<i>Human Anatomy & Physiology</i>	4
			12 credit hours

**Do to minimum availability of Biology 2402 during the summer and the busy summer schedule of nursing courses, it is recommended that this course be completed prior to semester 1.

Upon successful completion of RNSG 1327 and RNSG 1261, 12 hours equivalency credit for RNSG 1523, RNSG 1260, RNSG 1219 and RNSG 2361 will be granted. **12 credit hours**

SEMESTER II			Credit Hours
RNSG	2514	Integrated Care of the Client with Complex Health Needs	5
RNSG	2362	Clinical III-Nursing (RN Training)	3
ENGL	1301	<i>Composition</i>	3
			11 credit hours

SEMESTER III			Credit Hours
+RNSG	2535	Integrated Client Care Management	5
+RNSG	2363	Clinical IV-Registered Nursing/Registered Nurse	3
<i>Creative Arts OR Language, Philosophy and Culture</i>			3
(See VC college catalog for courses that satisfy this component)			11 credit hours

Total Program Credit Hours **60**

NOTE: A minimum grade of C is required in all nursing and general education courses. All support courses must be taken during the semester designated on the degree plan or before.

The courses in bold and italics may be taken prior to entering the nursing program. To reduce stress on the student once accepted into the program, it is recommended that these courses be completed prior to acceptance. However, it is not mandatory. The applicant will also receive points toward their overall application score for each of these courses that are completed prior to the application deadline.

If the applicant completes BIOL 2401, BIOL 2402 & BIOL 2420 at Victoria College, they will also receive extra points per course towards their admission score.

If the applicant completes BSN pre-requisites as described on the next page, they will also receive extra points towards their admission score.

~BIOL 2420, BIOL 2401 and BIOL 2402 can be no more than five years old. If BIOL 2401 and BIOL 2402 are over five years old, the applicant only will need to repeat BIOL 2402 by application deadline.

~HPRS 2300 can be no more than three years old prior to application deadline.

~Psychology courses (PSYC 2301 & PSYC 2314) completed more than seven years ago must be repeated.

* Student must choose a course from the Victoria College Creative Arts OR Language, Philosophy and Culture core curriculum courses. (Contact Advising & Counseling Services for specific course considerations or see the VC course catalog).

+ Capstone courses

Due to the continual change in clinical facilities, some evening and/or weekend clinical learning experiences may be required in some semesters.

Bachelor of Science in Nursing Pre-requisites

In an effort to encourage the applicant to continue their education post-graduation with a seamless transition, those applicants that complete the following courses prior to the application deadline will receive extra points toward their admission score per course completed. Only grades of a "C" or better in the following courses will be counted toward the admission score.

This is not a mandatory admission requirement.

Chemistry 1406
English 1302
History 1301
History 1302
Government 2305
Government 2306
Math 1342
Speech 1315 or 1318
Sophomore Literature
COSC 1301

Statement of Nondiscrimination

Victoria College does not discriminate on the basis of race, color, religion, national origin gender, pregnancy, age, disability, genetic information, marital status, amnesty, Veteran's status, or limited English proficiency. It is our policy to comply, fully, with the nondiscrimination provision of all state and federal rules and regulations.

CASTLE BRANCH

***ONCE ACCEPTED INTO THE PROGRAM, THE FOLLOWING MUST BE COMPLETED PRIOR TO ENROLLMENT**

***These 5 things SHOULD NOT be completed until you receive a letter that you have been accepted into the nursing program. You will then be given a date when these 5 things need to be completed with specific instructions and forms.**

- CPR for the Health Care Provider Certification** (American Heart Association or the American Red Cross) **Online certification will not be accepted.**
- Physical Examination by a healthcare provider**
- Ten panel drug screen test with negative results**
- Two-Step Tuberculin skin test or chest x-ray** If completing skin test, the second skin test must be 1-3 weeks from the first skin test. In lieu of skin test, the Interferon-Gamma Release Assays (IGRAs) blood test can be accepted.
- Influenza Vaccine**

***Upon acceptance into the nursing program, you will receive specific instructions on how and when to complete the above 5 requirements.**

Associate Degree Nursing Castle Branch Account Instructions

Castle Branch is a secure document manager where you will upload multiple documents prior to the application deadline. In order to create an account, go to www.castlebranch.com.

You will need to enter the following package code: **VB08adnim**. There is a fee of \$35 to enter this package code. Upon creating the account, you will be asked to enter your full name, date of birth, social security number, current address, phone number and e-mail address. At the end of the online order process, you will be prompted to upload documents. Documents do not have to be entered at this time when creating the account. An app is available for smart phones to make uploading documents easy. You can skip this step and upload the documents at a later date if you wish. You will next be asked for payment information. You will be prompted to enter your Visa or MasterCard Information. Money Orders are also accepted but will result in a \$10 fee and an additional turnaround time. **Only** the following documents need to be uploaded prior to the application deadline:

Measles, Mumps and Rubella (MMR)

One of the following is required: 2 vaccines or antibody titer for all 3 components (Lab report or physician verification required. If titer is negative or equivocal, student must receive 1 booster shot and provide a second titer.

Tetanus, Diphtheria and Pertussis (Tdap)

Documentation of a single Tdap dose as an adult and Tdap booster within the last 10 years. Renewal will be set for 10 years from administered date. Upon renewal, please submit documentation of the Tdap booster.

Hepatitis B Series

One of the following is required: 3 vaccines (takes 6 months to complete series) or positive antibody titer (lab report or physician verification of results is required. If titer is negative or equivocal, student must receive 1 booster shot and provide a 2nd titer. The fast track (Twin RX) will **NOT** be accepted.

Varicella (Chicken Pox)

One of the following is required: 2 vaccines OR positive antibody titer (lab report or physician verification of results required). If titer is negative or equivocal, student must receive 1 booster shot and provide a second titer.

Texas BON results

After completing the criminal background check process, the prospective students must submit their blue card or letter to the Victoria College Nursing Program office. It must also be uploaded under the BON results in the Certified Background. When uploading the blue card, a picture of the front and back of the card must be uploaded.

Professional License

For ADN transition students only, you must provide a copy of your unencumbered Texas Vocational Nursing license. Renewal will be set based on the expiration on the license. License number and expiration date must be visible.

The documents listed above MUST be uploaded and state "COMPLETE" by Castle Branch prior to the application deadline. Please note that it can take several weeks for Castle Branch to accept or reject the documents you uploaded. Just because you uploaded your documents, does not mean that they will meet the criteria for acceptance and may be rejected. It is the applicant's responsibility to ensure that all documents have been accepted by the application deadline.

***Please do not upload any other requirements until you are prompted to do so by the ADN office**
For help with Castle Branch, Please call 1-888-666-7788.



Application for admission to:

ASSOCIATE DEGREE NURSING PROGRAM LVN-ADN TRANSITION

Deadline – March 1st

OFFICE USE ONLY

V Number _____

Date Application Received _____

Date LEQ Submitted _____

PLEASE PRINT OR TYPE

Application Date ____/____/____

Name: _____

Last

First

Middle

Maiden

Are there any other names which might appear on a transcript? If so, please list:

Home Telephone #: _____ Work Telephone #: _____

Cell Telephone #: _____ E-mail Address: _____

Mailing Address:

P.O. Box or Number & Street

City

State

Zip Code

County

Permanent Address *(if different from above)*:

Number & Street

City

State

Zip Code

County

It is the student's responsibility to keep mailing address and contact information current with the ADN program office and the Admissions office.

Name, Address, and Telephone Number of person to be notified in case of an emergency:

Have you taken the TEAS V /ATI TEAS exam? ____Yes____No If yes, date of exam:

The TEAS V score is good for 2 years from the last test date. After 2 years, you will need to retest.

Please give information concerning high school graduation or G.E.D. completion:

Name of High School or GED Institution _____ City/State _____ Type: _____
_____ Diploma _____ GED

Please give information concerning college, university, vocational or allied health schools attended:

Name of Institution _____ City/State _____ Number of Credits Earned _____

Have you ever been enrolled in a Victoria College Nursing Program? _____ No _____ Yes

If yes, Semester _____ Year _____ Campus _____

LVN Graduation date: ____/____/____ LVN License # _____

I certify that the above statements are true and correct.

Signature of Applicant _____ Date

It is the applicant's responsibility to:

Return this application by mail, fax or in person to the Associate Degree Nursing Program Administrative Assistant before the application deadline located in the Health Science Center 137P. (361) 572-6435

**Mailing Address: Victoria College
Associate Degree Nursing Program Administrative Assistant
2200 East Red River
Victoria, Texas 77901**

Fax: (361) 572-6441

***It is applicant's responsibility to follow-up to verify your application has been received.**

Additional information on the web: <http://www.victoriacollege.edu/professionalnursing>

Statement of Nondiscrimination

Victoria College does not discriminate on the basis of race, color, religion, national origin, gender, pregnancy, age, disability, genetic information, marital status, amnesty, veteran's status, or limited English proficiency. It is our policy to comply, fully, with the nondiscrimination provision of all state and federal rules and regulations.

LICENSURE ELIGIBILITY QUESTIONS (Complete front and back of form)

Main Campus
2200 E. Red River Street
Victoria, TX 77901
(361) 573-3291
(877) 843-4369

Last Name _____ First Name _____ MI _____

Mailing Address: _____
PO Box or Number & Street – Apt # City, State Zip Code

Email Address: _____
Please print legibly. The Service Code to schedule your fingerprint scan will be **emailed** to you

*Social Security #: _____ *Date of Birth: ____ / ____ / ____

Cell #: _____ Home #: _____

**This information is required to complete the Texas Board of Nursing criminal background check (CBC). The email address that you provide to the Board is required in order to schedule fingerprinting for your criminal background check. The email address that you provide to the Board is subject to release to the public pursuant to the Texas Public Information Act.*

To be considered an eligible applicant, Victoria College Nursing Programs require proof of a clear Texas Board of Nursing (BON) criminal background. All licensure eligibility issues must be resolved.

Eligibility issues that must be resolved in order to be qualified for nursing program admission include:

These questions MUST be answered truthfully EACH TIME an application is submitted, even if you have previously disclosed information and/or undergone a previous eligibility review.

1) [] No [] Yes *For any criminal offense, including those pending appeal, have you:

- A. been arrested and have any pending criminal charges?
- B. been convicted of a misdemeanor?
- C. been convicted of a felony?
- D. pled nolo contendere, no contest, or guilty?
- E. received deferred adjudication?
- F. been placed on community supervision or court-ordered probation, whether or not adjudicated guilty?
- G. been sentenced to serve jail, prison time, or court-ordered confinement?
- H. been granted pre-trial diversion?
- I. been cited or charged with any violation of the law?
- J. been subject of a court-martial; Article 15 violation; or received any form of military judgment/punishment/action?

(You may only exclude Class C misdemeanor traffic violations or offenses previously disclosed to the Texas Board of Nursing on an initial licensure or renewal application.)

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 may subject your license to a disciplinary order and fine. Non-disclosure of relevant offenses raises questions related to truthfulness and character. (See 22 TAC §213.27)

Emerging Technology Complex

7403 Lone Tree Road
Victoria, TX 77905
(361) 580-3700

Gonzales Center

424 E. Sarah Dewitt
Gonzales, TX 78629
(830) 672-6251

Vocational Nursing Program - Cuero

2550 N. Esplanade
Cuero, TX 77954
(361) 277-6760

Zelda L. Allen School of Nursing

1410 N. Texana
Hallettsville, TX 77964
(361) 798-2289

NOTE: Orders of Non-Disclosure: Pursuant to Tex. Gov't 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 those 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 Gov't 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 and fitness.

2) No Yes *Are you currently the target or subject of a grand jury or governmental agency investigation?

3) No Yes Has any licensing authority ever 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?

4) No Yes *In the past five (5) years have you been diagnosed with or treated or hospitalized for schizophrenia and/or psychotic disorder, bipolar disorder, paranoid personality disorder, antisocial personality disorder, or borderline personality disorder which impaired or does impair your behavior, judgement, or ability to function in school or work?
(You may answer "No" if you have completed and/or are in compliance with TPAPN for mental illness OR you've previously disclosed to the Texas Board of Nursing and have remained compliant with your treatment regime and have no further hospitalization since disclosure.)

5) No Yes *Within the past five (5) years have you been addicted to and/or treated for the use of alcohol or any other drug?

*Pursuant to the Texas Occupations Code §301.207, information, including diagnosis and treatment, regarding an individual's physical or mental condition, intemperate use of drugs or alcohol, or chemical dependency and information regarding an individual's criminal history is confidential to the same extent that information collected as part of an investigation is confidential under the Texas Occupations Code §301.466.

NOTE: IF YOU ANSWERED "YES" TO #1-5 PLEASE ANSWER THE QUESTIONS BELOW AND THEN REFER TO THE ELIGIBILITY QUESTIONS INSTRUCTIONS FOR ADDITIONAL INFORMATION ON WHAT DOCUMENTATION IS REQUIRED.

No **Yes** I've had a previous eligibility review completed by the Texas BON.

No **Yes** I have a NEW incident(s) to disclose since my previous approval granted by the Texas BON.

Applicant's Signature: _____ Date: _____

ELIGIBILITY QUESTIONS INSTRUCTIONS

If you answered yes to questions 1-5 of the Eligibility Questions, you must provide the Texas Board of Nursing (not Victoria College Nursing Program) with the following information:

Submit Paperwork to: Texas Board of Nursing (333 Guadalupe, Ste. 3-460, Austin TX 78701).

***QUESTION #1.** The Board has determined that criminal behavior is highly relevant to an individual's fitness to practice nursing. Therefore, all criminal convictions or deferred orders, prosecution, or adjudication—a determination by a court that is withheld or delayed for a specific time period, must be reported to the Board. This question includes offenses under the law of another state, federal law, or the Uniform Code of Military Justice that contains elements of criminal conduct. SUBMIT a personal letter of explanation describing each incident, the behavior that led up to the criminal order and your conduct since the order, and any rehabilitative efforts that have been performed since the order. The document must be signed and dated. In addition, SUBMIT the following documentation for all felonies, all misdemeanors, and all military actions:

Certified copies of:

1. charges (indictment, information, or complaint);
2. disposition of charges (Judgment, Order of Probation, Sentence, and/or Deferred orders); and
3. evidence that the conditions of the court have been met.

(To obtain this documentation, contact the county clerk in the jurisdiction where the order was issued for misdemeanors; district court clerk for felonies. If the record does not exist, you must obtain a statement from that court that the document has been destroyed or could not be located.)

You may answer "NO" to the question of prior convictions only if you: (a) received a pardon; or (b) were adjudicated as a minor without a finding of "delinquent conduct". If you were ever required to register as a sex offender, you must answer "YES".

If you have questions regarding the outcome of any criminal matter, consult your attorney.

***QUESTION #2.** The Nursing Practice Act provides that a person's conduct in violation of the Nursing Practice Act or rules of the Board may be considered as a factor in its deliberations regarding fitness to practice nursing. Therefore, if a licensee or applicant is the subject of a grand jury or governmental agency investigation, the information regarding conduct or behavior giving rise to the investigation may be relevant in determining a violation of the Nursing Practice Act or lead to the admissibility of relevant evidence of such violation. If you are the subject of a grand jury or governmental agency investigation, please SUBMIT the name and address of the investigating entity and an explanation as to the basis of the investigation.

***QUESTION #3.** The Board has determined that if any licensing authority has taken disciplinary action against a person for any reason, then those actions are highly relevant to an individual's current ability to practice nursing in the state of Texas. If any licensing authority has refused to issue a license, revoked, annulled, cancelled, accepted surrender of, suspended, placed on probation, refused to renew a license, certificate, or multi state privilege held by you or previously fined, censured, reprimanded or otherwise disciplined you, SUBMIT the names and address of the licensing authority who has taken action and a letter explaining the background of the action. Additionally, SUBMIT certified copies of

1. formal charges or allegations supporting the licensure action;
2. final disposition of the licensing authority regarding those formal charges or allegations; and
3. evidence that the conditions of the licensing authority's order or requirements have been met.

***QUESTION #4.** The practice of nursing requires current fitness. The Board has identified certain disorders which, if occurring within the last 5 years, may indicate a lack of fitness. The disorders are: schizophrenia and other psychotic disorders, bipolar disorder, paranoid personality disorder, anti-social personality disorder, or borderline personality

disorder. If you have been diagnosed, treated, or hospitalized for any of the above illnesses within the last 5 years, which impaired or does impair your behavior, judgement, or ability to function in school or work, submit the following information that will allow the Board to conduct an individualized assessment of your ability to practice safely, competently, and without impairment to your professional judgment, skill, or knowledge.

1. A report, on letterhead, from your physician, psychiatrist, psychologist or counselor, sent directly to this office, that includes: your diagnosis; treatments rendered; including current medications; prognosis; cognitive, affective, and emotional stability and continuing after-care recommendations, including reasonable accommodations needed to safely practice nursing, if any; and,
2. Verification of compliance with aftercare recommendations.

Please be advised that a physical/psychological evaluation may be requested as part of your individualized assessment. The evaluation process is described in more detail at www.bon.texas.gov/disciplinaryaction/eval-guidelines.html. The evaluation process could potentially delay consideration of your application. Therefore, the Board is providing advance notice of this possibility so that applicants may contact the Board to schedule an evaluation at the beginning of the application process. By doing so, the application should not be unduly delayed. An applicant is not required to contact the Board in advance of Board consideration of the application. The applicant may choose to wait for a specific decision by the Board that a specific evaluation is necessary. This information is being provided to put applicants on notice with respect to this potential requirement and afford the applicant the opportunity to expedite the process if he/she so desires.

***QUESTION #5.** The practice of professional nursing requires current sobriety and fitness. If you have been addicted to or treated for the use of alcohol or any other drug within the last five years, SUBMIT:

1. verification of treatment for substance abuse sent directly to the Board from the treatment center;
2. verification of compliance with aftercare recommendations;
3. evidence of continuing sobriety/abstinence, for example, current support group attendance and random drug testing results; and
4. a personal letter of explanation with sobriety date and plan for relapse prevention.

*Pursuant to the Texas Occupations Code §301.207, information, including diagnosis and treatment, regarding an individual's physical or mental condition, intemperate use of drugs or alcohol, or chemical dependency and information regarding an individual's criminal history is confidential to the same extent that information collected as part of an investigation is confidential under the Texas Occupations Code §301.466.

ELIGIBILITY REVIEW TIMEFRAMES:

The paperwork will be submitted for an initial eligibility review in the Operations Department within ten (10) business days of the receipt of the NCLEX application, NCLEX fee, **criminal background check results**, and all pertinent documentation as detailed above. This initial review can take up to 30 days.

If it is determined that the issue being reported to the BON meets the criteria for opening a case according to our current rules, you may be required to pay a \$150.00 review fee. Your file will be transferred to our Enforcement Department for additional review within ten (10) business days of the payment being received.

The time needed to complete an eligibility review by the Enforcement Department varies on a case by case basis. The process generally takes an average of 90 days to make a recommendation, provided the file contains all the needed information. If additional material is needed, you will receive such request by the Enforcement Staff. Upon completion of the eligibility enforcement review, your file will be returned to the Examination Department for continued processing.

The BON **will not** approve an applicant to sit for the NCLEX or for permanent licensure until a final decision has been rendered by either the Director of Operations or our Enforcement Department.