



Revised November 2018

College of the Redwoods

Health Occupations
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Career Mobility Program

The Department of Health Occupations at College of the Redwoods offers two Career Mobility program options that are approved by the California Board of Registered Nursing (BRN) for Licensed Vocational Nurses (LVNs) and/or Paramedics seeking Registered Nurse (RN) licensure.

1. LVN/Paramedic to RN Associate Degree Option

This option includes all nursing content and support coursework for the LVN and/or the Paramedic to earn the Associate of Science Nursing degree and be eligible for the National Council Licensing Exam for Registered Nursing (NCLEX-RN).

Program Curriculum Requirements

Required for Admission

- ENGL 1A Analytical Reading and Writing (or higher)
- BIO 2 Microbiology
 - Science Prerequisites: *BIOL-1 or BIOL-3 Co-requisite: CHEM-1A or CHEM-2
- *BIO 6 Human Biology/Human Anatomy
 - Science Prerequisite: Credit for or enrollment in *BIOL-1
- BIO 7 Human Physiology
 - Science Prerequisite: *BIOL-1; BIOL-6; CHEM-1A or CHEM-2
- *HO 15 Nutrition

*It is your responsibility to **be aware of all prerequisites for all courses**, not just the science prerequisites noted here. Please speak with an advisor for clarification regarding prerequisites for all courses.

*By virtue of licensure, all LVN applicants are considered to have the equivalent of Nutrition (HO 15). Paramedics do not. This course is admission requirements for Paramedics only.

An overall grade point average of 2.5 is required for Human Anatomy, Human Physiology, and Microbiology (BIO 2, 6 & 7). Note: Two "C"s + a "B" will NOT produce the needed 2.5 GPA. Grades of less than a C will not be accepted. In addition, you cannot have more than one repetition each for any of these courses within the last five years.

A "W" grade is not considered a repetition. Title V regulations do not permit more than 3 repeats to raise a failing grade. In addition, Title V regulations do not permit courses which have been passed with a "C" or better to be repeated for GPA reasons. Finally, Title V regulations do not permit more than three "W"s for any one course.

Suggested Additional Courses to Take Prior to Beginning the Nursing Program:

It is strongly recommended that these required courses be taken prior to entering the nursing program because it can be problematic to schedule them and/or complete them successfully once nursing courses start:

- Transfer-level Math (Gen Ed Area D3) (Math 15 Statistics recommended)
- COMM 1, 6 or 7 (Area D2)
- SOC 1, 2, or ANTH 3 (Gen Ed Area B)
- PSYCH 1 OR PSYCH 2 (Gen Ed Area B)
- Multicultural Understanding (Gen Ed Area E, 3 Units – see College catalog for full description)
- Humanities (Gen Ed Area C, 3 Units)

General Education Requirements can change. It is your responsibility to understand your catalog rights and what it means to lose them. It is also your responsibility to keep track of the General Education Requirements that are in place when your catalog rights take effect. Note: Catalog rights are not protected by being on the program waitlist. In addition, you are responsible for completing all academic prerequisites and co-requisites prior to each nursing class so that you can graduate on time.

You must have an overall GPA of 2.5 for all college level courses taken at CR or any other college or university in order to be admitted to the nursing program.

Suggested Program Sequence LVN/Paramedic – RN

Semester 1 (Spring)	NURS 20 (dependent on seat availability), PSYCH 1 or PSYCH 11
Semester 3 (Fall)	NURS 3 (dependent on seat availability), COMM 1 or COMM 6 or COMM 7, MATH 15 Statistics recommended
Semester 4 (Spring)	NURS 4, SOC 1 or SOC 2 or ANTH 3 (only course that also meets Area E Gen Ed requirements), Humanities (Area C)

2. LVN to RN 30-Unit Option Certificate

The California Board of Nursing requires that all schools offer this option. However, this option carries with it a number of consequences you need to be aware of:

- This option does not result in a degree. It is a certificate program. You do not graduate from this program. Rather, you earn a certificate.
- The certificate you earn following successful program completion, and subsequent RN licensure, are not recognized in any state but California, which means you cannot work in any other state as an RN.
- All RN-BSN programs require an Associate Degree as an admission requirement. The 30-Unit Option certificate is not an Associate Degree. With this option, you cannot continue your education.

This option severely limits in and out-of-state employment along with education opportunities. Because of these issues, interested students must meet with the Director of Nursing and Health Occupations to apply.

Required for Admission

- BIO 2 Microbiology
- BIO 7 Human Physiology

*Science prerequisites (i.e. BIOL 1/CHEM-1A or CHEM-2) are NOT required for 30-Unit Option Students.

Course Sequence LVN 30 Unit Option

Semester 1 (Spring)	NURS 20 (dependent on seat availability)
Semester 3 (Fall)	NURS 3 (dependent on seat availability)
Semester 4 (Spring)	NURS 4

General Information

1. All Career Mobility students seeking RN licensure are subject to the same waitlist lottery process, regardless of what is applied for i.e. LVN/Paramedic-RN or LVN-RN 30 Unit Option applicants. Program waitlist numbers are randomly assigned to all applicants, regardless of program.

The lottery places new applicants at the bottom of the program waitlist. Waitlisted students are given priority the following year, according to their lottery number. All students (waitlisted and new applicants) are notified by mail of their lottery number on an annual basis. We encourage degree-option students who are waiting for admission to take additional required general education courses for the nursing degree, above and beyond the prerequisite courses.

Please Note: THE NUMBER OF CAREER MOBILITY STUDENTS ADMITTED ANNUALLY IS DEPENDENT ON FISCAL RESOURCES.

2. NURS 20: Enrollment in this course is limited to students whose program waitlist number indicates they will be offered a seat in NURS 3 the following Fall semester. Note: NURS 20 is a spring-only course. NURS 3 is a fall-only course.

3. All LVN applicants, regardless of option applied for, must be licensed by the State of California to apply. Paramedic applicants must hold either a current California state paramedic license or a current national registry certification to apply. It is recommended that all applicants complete one full year's experience working in the field appropriate to their licensure/registration prior to applying to the Career Mobility Program, although those without work experience will also be accepted.

4. All applicants are advised to review the current College Catalog for degree and certificate requirements, including required program work, residency requirements, and coursework.

5. All nursing students must possess sufficient computer literacy skills to complete Internet research, communicate by email, create electronic documents, manage data storage devices, and use web –based instructional materials and applications. Those without these skills are encouraged to take CIS 1 prior to enrollment in the nursing program.

6. All students are required to complete a Background Check(s). If a student's background check (criminal record) does not satisfy the requirements of any one clinical agency, or the clinical agency refuses the student access to patients for any other reason, we will not be able to provide alternate experiences and the student must withdraw from the program or receive a grade of F for the course.

7. All students are required to have a urine drug screen completed no earlier than 30 days prior to the start of clinical each Fall. Program withdrawal is required for positive urine drug screens.

8. Evaluation of the student nurse is based upon theoretical knowledge, nursing skill proficiency, and the application of both of these in the clinical setting. To progress through and successfully complete and/or graduate from the program, students must achieve at least C/satisfactory grades in all nursing courses. In addition, a cumulative 2.0 GPA must be maintained in all Nursing and General Education requirements to earn the Associate Degree.

9. The demands of the nursing program are many; most students find it difficult to work more than part time. Clinical scheduling, assignments, etc. cannot be altered due to an individual's outside employment. Financial Aid and Scholarships are available to help offset the need to work and the cost of attendance - contact the Financial Aid and Scholarship Offices for more information. In addition, personal life issues need to be in balance to be successful in the program. You must have reliable transportation, reliable childcare (if applicable), and an ability to be punctual to assigned classes and clinical locations. Finally, tardiness is not an acceptable performance standard in professional nursing, or this program.

10. Clinical labs are scheduled for varying day, evening, night, and/or weekend shifts. In addition, students rotate to various clinical facilities throughout the college district (including Del Norte County) and are required to provide their own transportation, childcare, etc., in order to attend clinical labs. Many students car pool; limited childcare services are available at the Child Development Center.

11. Freedom from alcohol and/or drug abuse, and emotional illness that could jeopardize the student's ability to provide safe client care is essential. Students are advised (according to California Board of Registered Nursing guidelines) to seek voluntary aid for conditions that could, if left unattended, lead to disciplinary action and/or prevent licensure to practice nursing in California.

12. At the completion of the Program, students must apply for licensure through the California Board of Registered Nursing (BRN). As a part of the application process, all applicants are required to report any disciplinary action against a professional license and/or any misdemeanor or felony convictions; certain convictions may result in the denial of the applicant's application, which then results in an inability to obtain licensure as a registered nurse. The BRN handles each of these applicants on a case-by-case basis.

13. Cost of the Program: Approximately \$4,500 (subject to change). Transportation and childcare expenses not included.

- a. Enrollment fee at \$46/unit - \$1,012
- b. Required textbooks: approximately \$1,500.
- c. ATI Books: approximately \$250/semester (\$1,000)
- d. Required uniforms, white or black shoes and a watch with second hand display (see dress code in student handbook for specifics) approximate cost is \$200.
- e. Background checks and tracking: approximately \$150
- f. Immunizations for students who do not have the required immunity to several communicable diseases may cost over \$220. Most are available through the Student Health Clinic for reduced fees or at no charge.
- g. CPR certification: approximately \$50.
- h. School pin (optional) for graduation: approximately \$60-\$130.
- i. Licensure application: approximately \$300.

14. Students must notify the Health Occupations Office of any change in mailing address, phone number and/or e-mail addresses. ***Changing your contact information through Web Advisor or the College does not change it with this office.*** The Health Occupations Office uses your contact information to communicate with you. If the Office does not have your current contact information (telephone and/or email), our ability to notify you is lost. Not being able to notify you means that you will not receive critical information regarding your waitlist number, which could result in losing your seat.

Application Procedure LVN/Paramedic-RN Associate Degree Career Mobility Program

When filing an application for admission to the (ADN) Associate Degree Nursing Program, the applicant must:

1. Complete the On-Line CR Application.

- To participate in the Program admission lottery, an applicant must have a College of the Redwoods' student identification number that has been or will be assigned following the completion of the On-Line Application. To enroll at College of the Redwoods and submit the form, log on to. <http://www.redwoods.edu/admissions/GetStarted>
- Please indicate *Nursing (NURS)* as your major.

2. Submit an ***Application to the Career Mobility Program*** to the **Health Occupations Office** during the Enrollment Period between 8:00 a.m. February 1, 2019 and 4:30 p.m., March 31, 2019.

- Applications may be either personally delivered or mailed to the Health Occupations Office, postmarked between February 1 and March 31, 2018. **If you would like receipt verification of your mailed application, please mail it certified-return receipt requested. Please do not call the department office to verify receipt of your application.**

Mail to:

***Health Occupations Office
College of the Redwoods
7351 Tompkins Hill Rd.
Eureka CA 95501-9300***

3. All applications **must include:**

a. High school graduation verification submitted in the form of:

- An **official/unopened** (in a sealed envelope from the high school) transcript from your high school. Please call Health Occupations office if your high school will not mail your transcript directly to you.

OR

- An official/unopened (in a sealed envelope) certificate verifying earning a GED (General Education Development Examination) or passing the California High School Proficiency Exam.

- **Please log on to one of the following web sites:**

<http://www.gedtestingservice.com/testers/gedrequest-a-transcript>

https://www.chspe.net/documents/CHSPE_Cert_Trans_Order_Form.pdf

Note: If applicant possesses a degree from an accredited college or university, evidence of degree granted on official/unopened (in a sealed envelope) college transcripts will be considered equivalent to high school graduation.

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- Any high school education from outside the United States must be evaluated for equivalency to a United States high school education. Approved evaluation services are found at <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>
- OR...a student may take the GED exam in lieu of the evaluation. The evaluation or the GED certificate must be included in the application to the Program. Documents must be official, and must be submitted in unopened/sealed envelope.

b. Official/unopened (in a sealed envelope from the institution) transcripts for all colleges and universities you have attended must be provided. For instance, if you have attended four separate institutions, you must provide official transcripts from each of the four schools in your application. If separate transcripts for all schools are not provided, your application will be rejected.

- You do not need to attach copies of transcripts from College of the Redwoods.
- **Official Transcripts must verify:**
 - **Overall College GPA of 2.5**
 - Completion of **ENGL 1A** with a grade of "C" or higher
 - Completion of **BIOL 2** (with lab) grade of "C" or higher*
 - Completion of **BIOL 6** (with lab) grade of "C" or higher*
 - Completion of **BIOL 7** - (with lab) grade of "C" or higher*

***BIOL 2, 6, & 7 require a combined GPA of 2.5 or higher.** Note that two "C"s + one "B" will not produce the required cumulative science course GPA. All science courses may have no more than one repetition each for any of these courses within the last five years. **A "W" grade is not considered a repetition. Title V regulations do not permit more than 3 repeats to raise a failing grade. In addition, Title V regulations do not permit courses which have been passed with a "C" or better to be repeated for GPA reasons. Finally, Title V regulations do not permit more than three "W"s for any one course.**

Note: If you have already filed official transcripts with the Admissions and Records office, you must still submit additional official transcripts (unopened and in a sealed envelope) with each application to the nursing program.

Application Checklist

1. Complete the online College of the Redwoods Application <http://www.redwoods.edu/admissions/GetStarted>
2. Submit a **complete** program application to the Health Occupations Office at College of the Redwoods with the following:
 - High school graduation transcript or GED as directed above
 - Copy of either current CA LVN license or CA State Paramedic/National Registry certification
 - Official college transcripts for all colleges/universities attended (except College of the Redwoods) as directed above

Incomplete applications will be rejected. Please insure that yours is complete!

Application Procedure for the LVN-RN 30 Unit Option

The applicant must meet with the Director of Nursing of Health Occupations prior to the application period to obtain an application. In addition, the applicant must:

When filing an application for admission to the (ADN) Associate Degree Nursing Program, the applicant must:

1. Complete an On-Line CR Application.

- To participate in the Program admission lottery, an applicant must have a College of the Redwoods' student identification number that has been or will be assigned following completion of the On-Line CR Application. To enroll at College of the Redwoods and submit the form, log on to <http://www.redwoods.edu/admissions/GetStarted>
- Please indicate *Nursing (NURS)* as your major.

2. Submit a **30-Unit Option Application** to the **Health Occupations Office** during the Enrollment Period between 8:00 a.m. February 1, 2019 and 4:30 p.m., March 31, 2019.

- Applications may be either personally delivered or mailed to the **Health Occupations Office, postmarked** between February 1 and March 31, 2018. **If you would like receipt verification of your mailed application, please mail it certified-return receipt requested. Please do not call the department office to verify receipt of your application.**

Mail to:

***Health Occupations Office
College of the Redwoods
7351 Tompkins Hill Rd
Eureka CA 95501-9300***

3. All applications **must include:**

a. High school graduation verification submitted in the form of:

- An **official/unopened** (in a sealed envelope from the high school) transcript from the high school. Please call Health Occupations office if your high school will not mail your transcript directly to you.

OR

- An official/unopened (in a sealed envelope) certificate verifying earning a GED (General Education Development Examination) or passing the California High School Proficiency Exam.

- **Please log on to one of the following web sites:** <http://www.gedtestingservice.com/testers/gedrequest-a-transcript>
https://www.chspe.net/documents/CHSPE_Cert_Trans_Order_Form.pdf

Note: If applicant possesses a degree from an accredited college or university, evidence of degree granted on official/unopened (in a sealed envelope) college transcripts will be considered equivalent to high school graduation.

Any high school education from outside the United States must be evaluated for equivalency to a United States high school education. Approved evaluation services are found at <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>

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- OR...a student may take the GED exam in lieu of the evaluation. The evaluation or the GED certificate must be included in the application to the Program. Documents must be official, and must be submitted in unopened/sealed envelope.

b. Official/unopened (in a sealed envelope) transcripts for all courses taken at or above the collegiate level, from each accredited college/university you have attended. Official transcripts must be attached to your application. You do not need to attach copies of transcripts from College of the Redwoods.

- **Official Transcripts must verify:**
 - Completion of **BIOL 2** – (with lab) grade of "C" or higher*
 - Completion of **BIOL 7** - (with lab) grade of "C" or higher*

***BIOL 2 & 7:** All science courses may have no more than one repetition each for any of these courses within the last five years. **A "W" grade is not considered a repetition. Title V regulations do not permit more than 3 repeats to raise a failing grade. In addition, Title V regulations do not permit courses which have been passed with a "C" or better to be repeated for GPA reasons. Finally, Title V regulations do not permit more than three "W"s for any one course.**

Note: If you have already filed official transcripts with the Admissions and Records office, you must still submit additional official transcripts (unopened and in a sealed envelope) with each application to the nursing program.

Application Checklist

1. Complete the On-Line CR Application at <http://www.redwoods.edu/admissions/GetStarted>
2. Submit a **complete** program application to the Health Occupations Office at College of the Redwoods with the following:
 - High school graduation transcript or GED as directed above
 - Copy of either current CA LVN license or CA State Paramedic/National Registry certification
 - Official college transcripts for all colleges/universities attended (except College of the Redwoods) as directed above

Selection Process

Immediately following the Enrollment Period, all qualified applicants for both options (degree and certificate) are randomized, assigned a wait list number and placed on the Program Wait List. The Health Occupation Office will notify students by letter of their wait list number and admission status no later than two months following the application period.

LVN/Paramedic-RN Associate Degree Applications will be disqualified for any one of the following reasons:

- Unverified and/or invalidated entries on the application form.
- Applications received after the Enrollment Period deadline (reapplication is required in order to be considered for the next Enrollment Period).
- Failure to submit all necessary documents with your application (i.e. official college transcripts and official high school transcripts or documentation of college degree in lieu of high school transcripts).
- Cumulative science prerequisite course GPA below 2.5 and/or repetitions greater than allowed number.
- Overall GPA below 2.5 for all courses taken at or above collegiate level.

LVN-RN 30-Unit Option Certificate Applications will be disqualified for any one of the following reasons:

- Unverified and/or invalidated entries on the application form.
- Applications received after the Enrollment Period deadline (reapplication is required in order to be considered for the next Enrollment Period).
- Failure to submit all necessary documents with your application (i.e. official college transcripts and official high school transcripts or documentation of college degree in lieu of high school transcripts).

Remaining qualified applicants whose lottery numbers did not qualify them for admission will be sent a letter from the Health Occupations Department between September 1 and September 25 requesting verification that the applicant wants to remain on the Program Wait List for the next year. You must return the form provided in the letter by the date indicated to retain your place on the Program Wait List. If you do not return the form enclosed in the letter by the indicated date, **you will be removed from the waitlist.** It is your responsibility to watch your mail for this letter. It is also your responsibility to contact us by September 30 if you do not receive the letter.

To maximize the number of seats for nursing students at College of the Redwoods, students who apply to both the LVN and ADN programs must select and enroll in only **one** program. Students cannot remain on the Program Wait List for the second nursing program if they are enrolled in the first nursing program. For example, an LVN student cannot be maintained on the ADN Program Wait List while in the LVN Program. To become an RN, that student must apply to the LVN/Paramedic -RN Career Mobility Program upon completion of the LVN Program.

Public Notice/Non-discrimination: College of the Redwoods does not discriminate on the basis of ethnicity, religion, age, gender, sexual orientation, color or disability in any of its programs or activities. College of the Redwoods is committed to providing reasonable accommodations for persons with disabilities. Upon request this publication will be made available in alternate formats.

B. Attach/include the following with your application:

1. Official Transcripts: Please complete the following and **provide official transcripts** (unopened, sealed envelope) for all institutions **which you have attended and are listed below**. Applications that do not include these transcripts will be rejected.

<i>Name of Institution</i>	<i>City/State</i>	<i>Dates Attended</i>	<i>Units</i>	<i>Degree Received/Date</i>

2. High School graduation verification: Attach official transcript for ONE of the following (if not, your application will be rejected):

- H.S. Graduation
 GED
 California High School Proficiency Exam
 College Degree _____
Name of College

If you possess a degree from an accredited college or university, evidence of degree granted – an official/unopened (in a sealed envelope) transcript will be considered equivalent to high school graduation. DO NOT include copies of your College of the Redwoods transcripts.

C. Complete the following section (all applicants, including College of the Redwoods students).

Courses required for admission	College	Course Name & Number (i.e. – English 101)	Semester & Year Completed	Grade
*HO 15 Nutrition				
English 1A				
Biol 2, Micro or Equiv.				
Biol 6, Human Biology or Equiv.				
Biol 7, Physio or Equiv.				

*Paramedic students only

D. Affidavit:

I hereby acknowledge that the failure to follow enrollment procedures or omission of required documentation will result in disqualification of my CR ADN application.

Signature of applicant: _____ Date _____

FOR OFFICE USE ONLY: Science Courses GPA (2.5) _____ Cumulative GPA (2.5) _____ Biology Repetitions _____

College of the Redwoods Evaluator _____ Date _____ Lottery # _____