

## Health Occupations

7351 Tompkins Hill Road  
Eureka, CA 95501-9300

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[www.redwoods.edu/ho](http://www.redwoods.edu/ho)

## *Paramedic/LVN to RN Career Mobility Track*

The Department of Health Occupations at College of the Redwoods is now offering the Paramedic/LVN to RN Career Mobility Track on both the Eureka Main Campus and the Del Norte Campus. The programs will seat 10 applicants per campus each spring semester. A separate waitlist will be maintained for each campus.

The Health Occupations Dept. will continue to offer two Career Mobility program options (1. Degree or 2. Certificate) 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. Paramedic/LVN 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, Paramedic/LVN to RN 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 the student's responsibility to **be aware of the 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 an admission requirement 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 "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.

At the time of application, one 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.

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.

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[www.redwoods.edu](http://www.redwoods.edu)

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#### Eureka

7351 Tompkins Hill Rd  
Eureka, CA 95501  
(707) 476-4100

#### Del Norte

883 W. Washington Blvd  
Crescent City, CA 95531  
(707) 465-2380

#### Eureka Downtown

525 D Street  
Eureka, CA 95501  
(707) 476-4500

#### Klamath-Trinity

65 Orchard St.  
Hoopa, CA 95546  
(530) 625-4821

**1a. General Education Courses needed for the AS Degree Paramedic/LVN to RN:**

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

- 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)
- Humanities (Gen Ed Area C, 3 Units)

**1b. Suggested Program Sequence LVN/Paramedic – RN**

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

General Education Requirements can change. It is the student’s responsibility to understand catalog rights and what it means to lose them. It is also the responsibility of the student 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 course so that you can graduate on time.

**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 one needs to be aware of:

- This option does not result in a degree. It is a certificate program. Students do not graduate from this program. Rather, they earn a Certificate of Achievement.
- The certificate earned following successful program completion, and subsequent RN licensure, are not recognized in any state but California, which means as an RN you cannot work in any other state.
- 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, advanced education (BSN) isn’t permissible.

**2a. This option severely limits 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.

**2b. Course Sequence LVN 30 Unit Option**

Spring	NURS 20
Fall	NURS 3
Spring	NURS 4

### 3. GENERAL INFORMATION: Degree and Certificate of Achievement

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

A separate waitlist is maintained Eureka and Del Norte for those applicants who are not awarded a seat in the program. Waitlisted students are given priority the following year, according to their lottery number. The lottery places new applicants at the bottom of the waitlist. All qualified applicants are notified by mail of their lottery number by April 30<sup>th</sup>.

Please Note: THE NUMBER OF STUDENTS ADMITTED TO THE ADN-RN PROGRAM IS DEPENDENT ON FISCAL RESOURCES.

2. 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.

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

4. 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 (Computer Information system) prior to enrollment in the nursing program.

5. All students are required to complete a Background Check, however for Del Norte applicants a separate LiveScan, will be needed for both Humboldt (3<sup>rd</sup> Semester Psych Mental Health) and Del Norte County (4<sup>th</sup> Semester Public Health), as opposed to Eureka applicants who only need a single LiveScan for Humboldt County. 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 reason, the nursing program cannot provide alternate experiences and the student must withdraw from the program or receive a grade of "F" for the course.

6. All students are required to have a urine drug screen completed within the assigned time frame per agency. The specific due dates for all requirements will be provided during orientation. Program withdrawal may be required for positive drug screens. When taking a medication prescribed by a healthcare provider that would appear as positive on the ten-panel drug urine test please contact the Health Occupations Dept. prior to submitting a urine sample. Official documentation will be needed for review. All information is confidential.

7. 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 a grade of "C" in all nursing courses. In addition, a cumulative 2.0 GPA must be maintained in all Nursing courses and General Education requirements to earn the Associate Degree.

8. 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.

9. 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 Humboldt County for Del Norte applicants) and are required to provide their own transportation, childcare, etc., in order to attend clinical labs. The Psych-Mental Health clinical component will take place at Sempervirens (Acute Mental Health Services) and Crestwood Behavioral Health Center (Long-Term Mental Health Services) located in Eureka, regardless of campus applied to. This rotation takes place on Sunday-Monday and lasts seven weeks. Assistance may be available during this process for residents of Del Norte County related to lodging and gasoline.

10. 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 the 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.

11. 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.

12. Cost of the Program: Approximately \$4,500 (subject to change).

- a) Enrollment fee at \$46/unit for California residents - \$1,000
- b) Required textbooks: approximately \$1,500.
- c) ATI Books: approximately \$250/semester
- d) SafeMedicate App approximately \$99.00 (2 year subscription)
- e) Required uniforms, white or black shoes approximate cost is \$200.
- f) Background check through American Databank and Complio Immunizations tracking system: approximately \$150.
- g) Livescan fingerprinting 120.00
- h) 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.
- i) CPR certification: approximately \$50.
- j) School pin (optional) for graduation: approximately \$60-\$130.
- k) Licensure application: approximately \$300.
- l) Hurst review upon completion of the program: approximately \$300.00
- m) Stethoscope: approximately \$50-100 (required)

13. Students must notify the Health Occupations Office of any change in mailing address, phone number and/or Email address. 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, home address, 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.

#### 4. Application Procedure LVN/Paramedic-RN Associate Career Mobility Track

4a. Complete the On-Line CR Application.

- 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 you're major.

4b. Submit the *Application for the Paramedic/LVN to RN Career Mobility Tract* to the **Health Occupations Office on the Eureka Campus** during the enrollment period from February 1<sup>st</sup>-February 14<sup>th</sup>.

- Applications may be personally delivered or mailed to the Health Occupations Office, **postmarked** from **February 1<sup>st</sup>-February 14<sup>th</sup>**. **If you would like receipt verification of your mailed application, please mail it certified-return receipt requested.** **Please do not call the Health Occupations office to verify receipt of your application.**

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

## 5. ALL APPLICATIONS MUST INCLUDE:

- **High school graduation verification submitted in the form of:**
  - An **official/unopened (in a sealed envelope from the high school)** transcript or letter 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.
    - **OR**
  - An **official/unopened (in a sealed envelope)** transcript from an accredited college or university with evidence of a degree posted to the transcript (Associates level or above).

Log on to the following web sites to order official copies of your GED or High School equivalency exam transcripts:

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

[https://www.chspe.net/documents/CHSPE\\_Cert\\_Trans\\_Order\\_Form.pdf](https://www.chspe.net/documents/CHSPE_Cert_Trans_Order_Form.pdf)

- **Non US Based High School Transcripts:**
  - 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 per the above stated requirements.
- **College Course Verification submitted in the form of:**

Official/unopened (in a sealed envelope from the institution) transcripts for all colleges and universities you have attended. 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 considered incomplete.
- You **do not** need to attach copies of transcripts from College of the Redwoods.

### AS Degree Option:

- **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\*

**Note: If you have official transcripts filed with the Admissions and Records office, you must still submit additional official transcripts (unopened and in a sealed envelope) with each application to the LVN/Paramedic to RN Career Mobility Track.**

### Certificate of Achievement Option:

- **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\*

## 6. APPLICATION CHECKLIST

- a. Complete the online College of the Redwoods Application <http://www.redwoods.edu/admissions/GetStarted>
- b. Submit a **complete** program application to the Health Occupations Office at College of the Redwoods with the following attachments compiled in a large manila envelope:
  - o High school graduation verification as directed above
  - o Copy of either current CA LVN license or CA State Paramedic/National Registry license
  - o Official college transcripts for all colleges/universities attended (except College of the Redwoods) as directed above
  - o Approval letter from the Director of Health Occupations **if applying for 30 unit certificate option.**

## 7. SELECTION PROCESS

Following the application period, all eligible applicants for both options (degree or certificate) are randomized, assigned a wait list number then placed on their selected program Wait List. The Health Occupations Office will notify students by letter of their waitlist number and admission status no later than April 30<sup>th</sup>.

### Examples of reasons an application may be disqualified include but are not limited to:

- Unverified and/or invalidated entries on the application form.
- Applications received outside of the Enrollment Period (reapplication is required in order to be considered for the next Enrollment Period).
- Failure to submit all necessary documents with your application for example: LVN/Paramedic license or certification, official college transcripts; 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 the collegiate level.
- Missing required pre-requisite courses from transcripts or in progress status.
- Failure to submit required approval letter with Certificate of Achievement option.

Remaining qualified applicants whose lottery numbers did not qualify them for admission will be sent a letter from the Health Occupations Department between April 1<sup>st</sup> and April 30<sup>th</sup> 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, **the student will be removed from the waitlist.** It is your responsibility to watch your mail (US Postal Service) for this letter. It is also the responsibility of the student to contact the Health Occupations Dept. by April 25<sup>th</sup> if a letter is not received.

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 **you have attended and are listed below**. Applications that do not include these transcripts will be considered incomplete.

<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 considered incomplete):

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

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

**\*\*\*You MUST provide catalog course descriptions for these courses if you did NOT take them at College of the Redwoods. If not, your application will be disqualified.**

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

**\*Paramedic students only**

**D. Please indicate which educational option is being chosen:**

- Associate Degree   
 Certificate of Achievement (30 Unit Option) – Must meet with Director & attach approval letter

**E. Affidavit:**

*I attest that the information provided on this application is true and accurate. I have read the entirety of the application packet and understand the policies and procedures of applying to the CR ADN program including waitlist placement procedures. 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 \_\_\_\_\_

<b>For Official Use Only</b>
Evaluator Signature: _____ Final Evaluation Date: _____
Lottery Number: _____ Original Waitlist Number: _____