



# TEXAS HEALTH SCHOOL

*Caring for Others*

## Vocational Nursing Program Information And Application Instructions

Applicant Name: \_\_\_\_\_

Information Sessions: Every Wednesday @ 3:30PM

TEAS Testing: Every Other Friday – Call for Dates

Last Date to Take/Pass TEAS: Monday, JANUARY 03, 2025

Last Day to Enroll/Register: Tuesday, JANUARY 07, 2025

Last Day for Selection Interview: Friday, JANUARY 10, 2025

**Orientation Date: Friday, JANUARY 24, 2025, 9 AM-4 PM**

**Class Start Date: Monday, JANUARY 27, 2025, Time 08:00 AM**

Dear Applicant

Thank you for your interest in Texas Health School's Vocational Nursing Program. The Vocational Nursing (VN) Program at Texas Health School is an 11-Month/18-month certificate program leading to the NCLEX-PN exam for LVN licensure, which offers classroom, skill laboratory and clinical instruction.

Texas Health School does not discriminate on the basis of sex, disability, race, color or national origin, as required by the Title IX, Section 504 and Title IV.

## ADMISSION AND SELECTION PROCESS

Texas Health School (THS) requires all Vocational Nursing (VN) Program applicants to go through a MULTI-STEP admissions process as outlined below.

**Applicants who have previously attended a vocational nursing program must submit a letter of good standing with Program Director's or designee's signature on program letterhead.**

### STEP I

#### Admission Process

1. All VN applicants are required to attend a mandatory VN Program Information Session hosted by Admissions. (NO CHILDREN/GUESTS ALLOWED)
2. Complete the THS Application Form.
3. Pass the Wonderlic Scholastic Level Exam (SLE) with a minimum score of 17. The applicant will be permitted three (3) attempts to achieve a passing score. If the applicant does not satisfactorily pass the SLE test on the first attempt, a substantially different test may be administered the same day. Applicants who do not pass on 2nd attempt may test a 3<sup>rd</sup> time on a different day. If the applicant fails on the 3<sup>rd</sup> attempt, they must wait six (6) months before testing again.
4. Submit proof of high school graduation or a GED. (An Official HS transcript with date of graduation or a General Education Development (GED) equivalency will be required in Step II.) Applicants with foreign transcripts from international institutions must have their transcripts evaluated for equivalency to a U. S high school diploma by an accredited evaluation service.

THS will accept the following documents:

- a. Official high school transcript indicating the date of high school graduation.

- b. GED certificate or official notification that a GED has been earned.
  - c. College transcript indicating the date of high school graduation.
  - d. Foreign transcript evaluation.
5. Complete an initial criminal background check through the Texas Department of Public Safety (DPS). This background check will be conducted by the school.
  6. An applicant **MUST** be able to read, write, speak, and communicate effectively in English.

The applicant must successfully complete all requirement items in Step I before continuing application to the VN Program (Step II).

## **STEP II**

### **TEAS Exam and the Supporting Documents**

The TEAS VII® test is a multiple choice exam testing four (4) subject areas consisting of:

- **Reading** – paragraph comprehension, passage comprehension, and inferences/conclusions.
- **Math** – whole numbers, metric conversions, fractions, decimals, algebraic equations, percentages, and ratio/proportion.
- **Science** – science reasoning, science knowledge, biology, chemistry, anatomy, physiology, basic physical principles, and general science.
- **English and Language Usage** – punctuation, grammar, sentence structure, contextual words, and spelling.

The TEAS® test is a web-based, proctored test. To register for TEAS®, you must create an account on [www.atitesting.com](http://www.atitesting.com) and purchase the test online. Contact your Admissions representative at (713) 932-9333 once registered with date of testing. You can find more information about TEAS® at [www.atitesting.com](http://www.atitesting.com).

All VN applicants are required to:

1. Pass the TEAS® test as defined by achieving:  
*(If previously taken and passed within 3 years and meets required scoring, will be considered)*

- a. A minimum Overall score of **58%** as calculated on the ATI TEAS test score with the following minimum percentages (%) in the sub-sections:
    - i. Reading **64%**
    - ii. Math **60%**
- OR-**
- b. An ATI TEAS Composite Score of **63.0%** or higher using the combined highest ATI TEAS section scores weighted according to the following formula:  
(Reading score x 30%) + (Math score x 30%) + (English score x 30%) + (Science score x 10%) = ATI TEAS Composite Score of 63% or higher
2. Submit an Official high school transcript or official GED scores.
  3. Submit **two (2)** Student Recommendation Forms from an **employer(s) and/or teacher.** *Please see instructions for submissions on the VN Student Recommendation Form.*
  4. Submit a **one (1)** page typed essay, answering the question and titled, “WhyI Want to be a Nurse”.
  5. Submit a **current** resume.
  6. Submit proof of immunizations (shot record) showing the completion of the following vaccinations with booster and or titer:
    - a. Hepatitis B - if last booster is outside 10 years, submit a titer
    - b. MMR - if last booster is outside 10 years, submit a titer
    - c. TDAP (within 10 years)
    - d. Varicella - if last booster is outside 10 years, submit a titer
    - e. Meningitis (under 22 YOA only) **10 days before start date**
    - f. PPD - a negative TB skin test or chest x-ray result within one year
    - g. Influenza – within one year
    - h. Covid Vaccine
  7. Submit a completed Physical Exam form, Signed/Stamped by a healthcare provider.
  8. Submit evidence of current health insurance coverage. (Copy of insurance card or a pending application)

9. Submit a copy of current BLS/CPR for Healthcare Provider card or e-card issued by the **American Heart Association**. ([www.heart.org](http://www.heart.org))
10. Once an applicant has successfully passed the TEAS exam, and submitted **ALL** required documents, the applicant is to contact their Admissions Representative to set an appointment to meet with Financial Aid to cover program cost, then complete registration process.

**NOTE: All supporting documents are required at time of enrollment.**

### **STEP III**

#### **Financial Aid/Registration**

1. Meet and complete the financial aid funding process with the Financial Aid Department covering program cost.
2. Complete registration with Admissions to be eligible for program consideration by completing paperwork along with a non-refundable registration/application fee.

### **STEP IV**

#### **File Completion/The Interview**

Once an applicant has completed the financial aid and registration, and all required supporting documents have been submitted (Exceptions: TBON background check and 10-panel drug screen), the applicant will be scheduled to complete an interview with the VN Selection Committee. The VN Selection Committee includes the Program Director and the Education Coordinator and/or a designee from Education.

### **STEP V**

#### **Final Acceptance**

Within four (4) weeks after the VN Selection Committee interview, the applicant will be emailed a decision; either conditionally accepted, waiting list placement, or a denial. It is the applicant's responsibility to make sure Texas Health School has their correct email address and to ensure their email filter accepts THS emails.

**On or before the first day of class:**

Submit a 10-panel drug screen completed no earlier than 7 days before the first day of the class start.

**Before the first day of the third semester:**

It is the student's responsibility to ensure he/she submits their original Blue Card from the TBON or their original declaratory order outcome letter (stating that the student is eligible to take the NCLEX-PN® Exam) from the TBON once they have received it by mail.

**It must be submitted to the Dean of Nursing or VN Program Director PRIOR TO THE FIRST DAY OF THE 3<sup>RD</sup> SEMESTER – NO EXCEPTIONS.**

**Failure to obtain the Blue Card or the declaratory order outcome letter prior to the first day of the 3<sup>rd</sup> semester will result in a student's termination from the VN program. Students should continually check their emails for notification from the TBON on the status of their background check.**

## SELECTION PROCESS

Admission to the VN Program is selective. Students will be ranked for acceptance in the program based on the following criteria:

1. TEAS® Exam Score.
2. Selection Committee interview evaluation form.
3. Eligible previous academic grades.
4. Previous Certification, Degree, and/or diploma history.
5. Wonderlic ® Exam Score.
6. Letters of Recommendation Forms.
7. Short Essay Question.

**Meeting all of the admissions requirements does NOT guarantee acceptance into the program. Applicants not accepted into the program may reapply.**

**ALL APPLICANT ACCEPTED INTO THE VN PROGRAM MUST ATTEND THE MANDATORY VN STUDENT ORIENTATION PRIOR TO CLASS START TO MAINTAIN THEIR SEAT IN THE PROGRAM.**



## **BACKGROUND CHECKS**

Background checks are used to:

1. Satisfy clinical facilities requirements of a background check prior to allowing a student to care for the clients under his or her responsibility.
2. Identify students who may have difficulty in meeting TX Board of Nursing (BON) eligibility for licensure and thereby allow such students early submission of petition for declaratory order from the TBON.
3. Protect and promote client/patient safety.

Two criminal background checks will be conducted on ALL students, as a condition for progression in the admission process.

The first criminal background checks will be conducted by a school approved vendor as a condition of progression to Step I of the admission process. Please note - acceptance of this background check does not guarantee eligibility for licensure.

The second background check will be conducted by the BON approved vendor, which is currently the DPS/FBI. If the student has a satisfactory outcome with the BON-mandated background check, the BON will mail a “Blue Card” to the student stating this.

If a positive criminal history is revealed during the BON mandated (DPS/FBI) background check, the student must submit a “Petition for Declaratory Order”, see below.

**A REQUIREMENT OF CONTINUATION IN THE VN EDUCATION PROGRAM IS AN ORIGINAL BLUE CARD FROM THE BON OR AN ORIGINAL DECLARATORY ORDER OUTCOME LETTER FROM THE BON, STATING THE STUDENT IS ELIGIBLE TO TAKE THE NCLEX-PN® EXAM AT A FUTURE DATE, PRIOR TO THE FIRST DAY OF THIRD SEMESTER; OTHERWISE, THE STUDENT WILL BE TERMINATED FROM THE PROGRAM. NO EXCEPTIONS.**

A student who has **ANY** criminal offense other than a very minor traffic violation, has been diagnosed with mental illness, or has a history of substance abuse, may be eligible for admission into the VN Education Program **ONLY** if the student has:

1. Submitted a Petition for Declaratory Order to the Texas BON requesting the BON to further investigate their situation through the online application on the nurse portal at <https://txbn.boardsnursing.org/txbn>.

(Refer to TBON website link: [https://www.bon.texas.gov/forms\\_declaratory\\_order.asp](https://www.bon.texas.gov/forms_declaratory_order.asp))

And,

2. The applicant has received a written response for the Petition of Declaratory Order from the Board of Nursing stating the student is eligible to take the NCLEX-PN® exam in the future.

## Initial Licensure and Recognition Forms - Declaratory Order

A Petition for Declaratory Order (DO) is a formal disclosure to the Board of an eligibility issue that may prevent an applicant from taking the NCLEX and receiving initial licensure. **The DO permits the Board to make a decision regarding a petitioner's eligibility for licensure prior to entering or completing a nursing program.**

You should submit the **DO & \$150** if:

- You submitted fingerprints as part of the New/Accepted Student Roster process & you received an outcome letter from the Board requesting the submission of the DO & \$150.

You should submit the **DO ONLY** if:

- You submitted fingerprints as part of the New/Accepted Student Roster process & received a Blue Card, **BUT** have to disclose a non-CBC related eligibility issue (i.e. questions 2-5 on the DO).

**OR**

- You are attending an out-of-state nursing program, are more than 6 months away from graduation, and have an eligibility issue to disclose to the Board.

**You will need to contact the Board for specific instructions on submitting the DO without the \$150 payment. Please send an email with your name, DOB, and last 4 of your SSN to [webmaster@bon.texas.gov](mailto:webmaster@bon.texas.gov). The subject line should be DO – Payment Bypass.**

**NOTE:** As of June 15, 2020 the DO must be submitted electronically via the Nurse Portal. (<https://www.bon.texas.gov/texasnurseportal/>).

**Applicants to the VN Program must possess:**

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- 1. Visual acuity** sufficient to assess patients and their environments and to implement the nursing care plans that are developed from such assessments.

Examples of relevant activities:

- a. Detect changes in skin color or condition.
- b. Collect data from recording equipment and measurement devices used in patient care.
- c. Detect a fire in a patient area and initiate emergency action.
- d. Draw up the correct quantity of medication into a syringe.
- e. Students must be able to read fine print for medication administration purposes.

- 2. Hearing ability** sufficient to assess patients and their environments and to implement the nursing care plans that are developed from such assessments.

Examples of relevant activities:

- a. Detect sounds related to bodily functions using a stethoscope.
- b. Detect audible alarms within the frequency and volume ranges of the sounds generated by mechanical systems that monitor bodily functions.
- c. Communicate clearly in telephone conversations.
- d. Communicate effectively with patients and with other members of the health care team.

- 3. Olfactory ability** sufficient to assess patients and to implement the nursing care plans that are developed from such assessments.

- a. Detect foul or unusual odors of bodily fluids or spoiled foods.
- b. Detect smoke from burning materials.

- 4. Tactile ability** sufficient to assess patients and to implement the nursing care plans that are developed from such assessments.

Examples of relevant activities:

- a. Detect changes in skin temperature.

- b. Detect unsafe temperature levels in heat-producing devices used in patient care.
- c. Detect anatomical abnormalities, such as subcutaneous crepitus, edema, or infiltrated intravenous fluid.

**5. Strength and mobility** sufficient to perform patient care activities and emergency procedures.

Examples of relevant activities:

- a. Safely transfer patients in and out of bed.
- b. Turn and position patients as needed to prevent complications due to bed rest.
- c. Hang intravenous bags at the appropriate level.
- d. Accurately read the volumes in body fluid collection devices hung below bed level.
- e. Perform cardiopulmonary resuscitation.
- f. Ability to lift 50 pounds repetitively unaided.
- g. Manipulate small equipment and containers, such as syringes, vials, ampules, and medication packages, and to administer medications.

**6. Physical endurance** sufficient to complete assigned periods of clinical practice. Students will be standing on their feet for at least eight hours each clinical day.

**7. Have the ability to speak, comprehend, read, and write in English** at a level that meets the need for accurate, clear, and effective communication.

**8. Emotional stability** to function effectively under stress, to adapt to changing situations, and to follow through on assigned patient care responsibilities.

**9. Cognitive ability** is required to collect, analyze, and integrate information and knowledge to make clinical judgments and management decisions that promote positive patient outcomes.

**VN students are eligible to apply to test for Certified Nurse Aide Exam through the TexasNurse Aide Registry following successful completion and passing of all first semester VNSG courses.**

**Additionally, VN students are eligible to apply to test for the Medication Aide exam for licensure following successful completion and passing of VNSG 1227 Essential of Medication Administration and VNSG 1331 Pharmacology courses.**