



## LICENSED VOCATIONAL NURSING (LVN) PROGRAM APPLICATION INSTRUCTIONS

Certificate Program with Associate Degree Option

**Apply January 2024/Program start August 2024/Complete December 2025**

**Applications accepted online January 2, 2024-January 31, 2024, at 4:00 pm**

**Program Location: Cuesta College North County Campus - Paso Robles, CA**

The Cuesta College Licensed Vocational Nursing (LVN) program is approved by the CA Board of Vocational Nurses and Psychiatric Technicians (BVNPT). This 18-month, 3-semester program prepares students to take the National Council Licensing Exam for Practical Nurses (NCLEX-PN). Passing this exam is required to become licensed and employed as an LVN. It is the responsibility of the student to pursue licensing and testing at their own expense after successful completion of the program. Cuesta College LVN program licensure exam pass rates are available at: [www.bvnpt.ca.gov/pdf/vn\\_pass\\_rates.pdf](http://www.bvnpt.ca.gov/pdf/vn_pass_rates.pdf)

### LVN PROGRAM ELIGIBILITY REQUIREMENTS AND PREREQUISITE COURSES:

- Current California Certified Nurse Assistant (CNA) certification - Obtained by December 31, 2023**
- Proof of completion of 12<sup>th</sup> grade education or equivalent (or higher degree)**
- Prerequisite Coursework - completed by DECEMBER 31, 2023 with a grade of 'C' or better**

- BIO 212 Human Biology\* 3.0 credits/units
- BIO 212L Human Biology Lab\* 1.0 credit /unit
- ENGL 156 or ENG 180 Intro to ENG Comp\* 4.0 credits/units
- MATH 127 Intermediate Applied Algebra\* **OR** 5.0 credits/units
- MATH 128 Applied Algebra\* 6.0 credits/units

\* Completion of the above prerequisites is required to be an eligible applicant in the LVN program. Completion of higher-level college courses such as BIO 205 Human Anatomy, BIO 206 Human Physiology, ENG 201A English Composition, and MATH 227, with a grade of 'C' or better are acceptable. **MATH 227 is recommended.**

*Completion of Human Anatomy and Medical Terminology courses are strongly recommended.*

### IMPORTANT DATES

<b>December 31, 2023:</b>	Deadline to complete prerequisite courses and CNA certification
<b>January 2 - 31, 2024:</b>	Applications accepted online for Fall 2024 admission
<b>January 31, 2024:</b>	Application deadline at 4:00 p.m.
<b>March 15, 2024:</b>	Notification of eligibility status emailed
<b>April 12, 2024:</b>	Notification of admission status emailed
<b>June 2024:</b>	Mandatory orientation for admitted applicants
<b>August 13, 2024:</b>	Program begins

### TIME COMMITMENT:

The LVN program is an 18-month, 3-semester program (with summer off) that requires a commitment to rigorous study over the course of the program. Students will attend classes and clinical rotations 5 days a week (currently Tuesday through Saturday) for 8-9 hours each day. If accepted into the LVN Program, students will be expected to:

- Maintain a flexible schedule to accommodate the scheduling demands of clinical rotations.
- Have reliable transportation and be prepared to travel as far south as Arroyo Grande and as far north as King City.

**Note:** *Conviction of a misdemeanor or felony may constitute grounds for denial of licensure. Meet with the Associate Dean of Nursing and Allied Health to discuss any concerns before applying to the program.*

**It is the applicant's responsibility to follow all application instructions, submit a complete online application, and meet all requirements and due dates. Missed deadlines due to non-receipt of my.Cuesta emails cannot be accommodated.**

## APPLICANT SELECTION

**Random Draw:** A computerized random draw of all eligible applicants is used to select students for admission.

**Wait List:** No wait list is maintained for the LVN program once the program starts. All applicants who are not admitted into the program during this application cycle will need to reapply to be considered for future admission.

### CNA Work Experience Credit:

- Applicants with documented CNA work experience of 500 hours or more completed between January 1, 2022- January 31, 2024, will have their name entered an extra time in the random draw. Request that your employer(s) complete the CNA Work Experience Verification form provided in this application packet and return it to you well in advance of the application due date so you can submit your online application; late forms cannot be accepted.

### Previous Eligible Applicant Credit:

- Applicants who have previously submitted two eligible LVN program applications in the past three application cycles (2019, 2020 & 2022) but were not selected for admission, will have their name placed twice in the random draw to increase chances of being selected. **Maintain proof of eligible applicant letters each year to submit with the online application.**

## APPLICATION INSTRUCTIONS

### 1. Apply for admission to Cuesta College:

- **You must apply for admission to Cuesta College if:**
  - You have never been a student at Cuesta College.
  - You have not attended Cuesta College for two or more consecutive semesters.
- [Apply to Cuesta College Here](#) After submitting your application, a welcome email is sent that includes important information regarding your *myCuesta* login information, your my.cuesta.edu email account, and your student ID number, beginning with "900". You will need this number to complete the application.

2. For questions about the program, program requirements, or the application, contact [NursingAdmissions@cuesta.edu](mailto:NursingAdmissions@cuesta.edu). For other inquiries, including prerequisite advisement or course equivalencies, schedule an appointment with a Cuesta College counselor [here](#).

### 3. Submit the following official, sealed transcripts to Cuesta College Enrollment Services by 4:00 pm on January 31, 2024:

- All coursework completed at colleges other than Cuesta.
  - Transcripts for coursework taken at Cuesta College do not need to be submitted and will be automatically evaluated.
  - Students are encouraged to have their non-cuesta coursework evaluated prior to submitting their application. To do this, schedule an appointment with a Cuesta College counselor [here](#).
  - Students can also request evaluation of non-Cuesta coursework transcripts through their myCuesta pathway.
  - If you're unable to have your non-Cuesta coursework evaluated by a counselor before the application cycle, you are still able to apply. Your coursework from other colleges will be evaluated during the selection process as long as your official transcripts are on file by the deadline.
- Proof of completion of 12<sup>th</sup> grade education, or equivalent, or higher. *Must include one of the following:*
  - Official, sealed, high school transcript with graduation date posted OR
  - Official GED report OR
  - Official, sealed, college transcripts with an Associate degree or higher (other than Cuesta)
- LINK to Submitting Transcripts [Here](#).

4. **Prepare an electronic copy of your California CNA certification, and if applicable, your CNA work experience form and/or proof of prior eligible applicant letters to submit with your online application.**
  - a. Go to the California Department of Public Health (CDPH) L & C Verification search page at: <http://cvl.cdph.ca.gov/SearchPage.aspx>
  - b. Click next to “Last Name” to search by name and enter your last name and first name before clicking the search button. Click on your name when it appears from the search engine. Print the L & C Detail Page as a pdf and save it to your computer or thumb drive or print out and either scan or take digital pictures so you can upload it with your application.
  - c. If applicable, request that your employer(s) complete the CNA work experience form provided in this packet, and return it to you *well in advance of the application due date* so you can scan and submit it with your online application.
5. **Submit the complete online LVN program application, CNA certificate verification form, and if applicable, your CNA work experience form and proof of prior eligible applicant letters by 4:00 pm on January 31, 2024.**
  - The application must be completed online in one session: there is no saving progress to return later possible. Applicants need to make sure they have all required supporting documentation ready, in pdf format, for uploading at the time they apply to the program online in January.
  - **Access to the online application will be automatically disabled at 4:00pm (Pacific Standard Time) on January 31, 2024.** Applications not submitted by this time cannot be accepted, *including applications in progress.*
  - After submitting your application, a confirmation that your application has been received is sent to your my.cuesta email. This notification is to confirm the receipt of your application only and does not reflect program eligibility or acceptance into the program. If you do not receive a confirmation email immediately after submitting your application, it is your responsibility to contact the Admissions & Records office *before the application deadline* at [NursingAdmissions@cuesta.edu](mailto:NursingAdmissions@cuesta.edu) to inquire about the status of your application. Print or save a copy of documents submitted with your online application.
6. **Notification of admission status will be emailed to all eligible applicants on April 12, 2024.**
7. **Updating Your Contact Information:** If there has been any change to your name, address, email, or phone number after submitting your application, you must update it immediately by notifying [NursingAdmissions@cuesta.edu](mailto:NursingAdmissions@cuesta.edu). Updating your information in myCuesta alone will not update your LVN Program application. **Failure to notify [NursingAdmissions@cuesta.edu](mailto:NursingAdmissions@cuesta.edu) with any changes to your contact information may result in delays or non-receipt of important information and cause your application to become ineligible.**

<b>CRITERIA RENDERING APPLICATIONS INELIGIBLE FOR ADMISSION:</b>
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- Failure to meet program prerequisites, deadlines, final admission requirements, and/or respond to time-sensitive emails (emails will be sent to the applicant’s myCuesta email address).
- Any hold on your Cuesta student account. All holds must be cleared by the application due date in order to remain eligible for program admission in the current application cycle. In situations of financial hardship, applicants may appeal their situation by submitting a statement detailing the situation for consideration. Instructions are provided in the online application.
- Failure to submit all official sealed transcripts (including high school transcripts or GED report) by the due dates.
- Incomplete or in-progress applications not submitted by the due date.

## FINANCIAL AID & SCHOLARSHIP INFORMATION:

Various education funding sources are available for nursing students, including financial aid and scholarships. *In order to meet funding deadlines, applicants are advised to apply for financial aid and/or scholarships prior to hearing if they have been admitted.*

Contact the Financial Aid Office at 805-546-3143, or go to the Financial Aid website at: <https://www.cuesta.edu/student/studentservices/finaid/index.html> to learn about the various funding sources available. It is the applicant's responsibility to be aware of and meet all deadlines.

- **Complete the Free Application for Federal Student Aid (FAFSA)** to be eligible for state and federal financial aid resources. The FAFSA is also required for many Cuesta College Scholarships. The FAFSA can be accessed from Cuesta's Financial Aid website.
- **Complete a Cuesta College scholarship application on Cuesta's Financial Aid website** to be eligible to apply for nursing program scholarships.
- [LVN Program Estimated Costs](#)

## FINAL PROGRAM ADMISSION REQUIREMENTS *FOR ACCEPTED APPLICANTS ONLY*

The following **mandatory final admission requirements** must be completed by all students accepted into the nursing program before the program start date, and by the due dates provided at the pre-program orientation. Failure to meet any of these requirements will result in being dropped from the admit roster. Only applicants selected for admission will need to complete the following final admission requirements. All final program requirements are to be completed at the applicant's expense prior to their final acceptance into the LVN program. Further details and forms will be provided at the mandatory pre-program orientation.

### 1. **Mandatory Pre-Program Orientation in June 2024**

Applicants selected for admission will be provided with additional details in their notification of admission status letter.

### 2. **Background Check and Drug Screen**

*Instructions and forms will be given to admitted students at the pre-program orientation.* A list of convictions that would prevent clinical participation are included in the [Central Coast Consortium Background and Drug Screen Policy](#) on the Nursing department webpage. If you have any questions about these requirements, please contact the Nursing department at (805)546-3119, and ask to speak to the Associate Dean of Nursing & Allied Health.

**Note:** The Board of Vocational Nursing & Psychiatric Technicians (BVNPT) will conduct their own background evaluations of students upon completion of the program. Applicants with any questions or concerns about this policy are advised to contact the Associate Dean of Nursing & Allied Health at (805) 546-3119.

### 3. **Physical Examination and Proof of Immunity**

Students admitted into the program will receive forms and instructions for completing these requirements at their pre-program orientation. **Cuesta College forms must be used.** Proof of immunity is required for:

- Measles, Mumps, Rubella (MMR) x 2
- Varicella (Chickenpox) x 2
- Hepatitis B series x 3
- Tetanus, Diphtheria, Pertussis (Tdap)
- Tuberculosis screening
- Seasonal influenza (flu) (to be obtained during Fall semester)
- Covid-19

### 4. **American Heart Association Healthcare Provider CPR Certification**

