

# APPLICATION INSTRUCTIONS FOR THE ASSOCIATE DEGREE REGISTERED NURSING (RN) PROGRAM

Apply September 2023/Program start August 2024/Complete May 2026

*Online applications accepted September 1, 2023 at 8:00 am through September 29, 2023 at 4:00 pm*

Admission criteria is subject to change from year to year. It is the applicant's responsibility to meet current requirements and due dates.

The Cuesta College RN program is approved by the California Board of Registered Nurses (BRN). The program prepares students to graduate with an associate degree in nursing (ADN). Graduates are eligible to take the National Council Examination for Registered Nurses (NCLEX-RN), leading to licensure as a Registered Nurse (RN).

**Class selection** follows the multi-criteria screening process in accordance with California Education Code 78261 and the California Community College Chancellor's Office.

- Points are awarded in the areas of academic performance; work or volunteer experience; proficiency in a language other than English; life experiences or special circumstances; and a diagnostic assessment test. The points awarded in each of these categories are explained in the point allocation section of these application instructions.
- Program admission is offered to the highest scoring eligible applicants to fill available seats. If there is a tie among applicants, a computerized random selection will break the tie.
- There is no wait list for the RN program. Applicants not admitted to the program must reapply in a future application cycle.
- Cuesta College RN program licensure exam pass rates are listed at: <https://www.rn.ca.gov/education/passrates.shtml>.
- Conviction of a misdemeanor or felony may constitute grounds for denial of licensure. Meet with the Director of Nursing to discuss any concerns before applying to the program.
- A Cuesta College ADN to BSN collaborative pathway is available through CSU Monterey Bay with classes offered in San Luis Obispo.

### IMPORTANT DATES

August 31, 2023:	Deadline to complete prerequisite courses
September 1 - 29, 2023	Online applications accepted for Fall 2024 admission
September 29, 2023	Deadline to submit current official transcripts from all colleges attended
October 31, 2023	Deadline to take ATI TEAS assessment test
November 1, 2023	Deadline to submit ATI TEAS assessment score
February 2, 2024	Notification of eligibility status and point allocation emailed to all applicants
February 9, 2024	Deadline to appeal eligibility status and dispute point allocation
March 1, 2024	Notification of admission status
July 31, 2024	Deadline for additional BRN & Associate Degree required coursework
August 12, 2024	Class of 2025 RN Program begins

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## PROGRAM ELIGIBILITY REQUIREMENTS

*Refer to the Application Instructions on the next page for more detailed information*

### 1. Prerequisite coursework completed by August 31, 2023, with a grade of 'C' or better

Courses may be taken Pass/No Pass. A Pass will be calculated as a "C". A No Pass will be calculated as a repeat.

Prerequisite courses:	Minimum semester credits:	Cuesta equivalent:
1. Microbiology, including lab	4.0	BIO 204 (5 credits)
2. Human Anatomy, including lab	4.0	BIO 205 (4 credits)
3. Human Physiology, including lab	4.0	BIO 206 (5 credits)
4. English Composition	3.0	ENG 201A (4 credits)

- Course equivalency information for coursework not taken at Cuesta College can be found in the Application Instructions, Step 4 of this packet.
- Online science labs are not accepted. Exception: Online science labs from Spring 2020-Spring 2022 are accepted due to the COVID-19 pandemic.
- **A combined GPA of 2.50 or higher is required for the 3 science courses, with no rounding.**
- Grades of 'C minus' and below are not accepted in any course.
- Please note:
  - A 5-point deduction is taken for each repeat in a prerequisite course earning a substandard grade of C-, D, F, I, U, and W.
  - Three (3) or more repeats in prerequisite coursework due to substandard grades of C-, D, F, I, U, and W results in program ineligibility.

### 2. ATI TEAS Assessment Test Score (Test of Essential Academic Skills) Version 7, with a total score of 62% or higher, taken between **November 1, 2022 and October 31, 2023**, and submitted no later than November 1, 2023. **NOTE: Cuesta will NOT offer a complimentary TEAS test for the 2023 application cycle.** (See page 4 for more information)

- Only the first test score in the timeframe above can be accepted.
- Minimum accepted score is 62%.
- Scores of competitive candidates have typically ranged above 80%.

### 3. All official completed transcripts from all colleges attended [Submit Transcripts](#)

- Must be from regionally accredited US colleges or universities
- Transcripts submitted previously showing in-progress coursework need to be resubmitted when the course is completed to be considered eligible
- International transcripts must be formally evaluated

### 4. Additional Required Coursework completed by July 31, 2024

The following courses may be taken after your application is submitted, but must be completed before program entry.

- Cuesta College Associate Degree General Education Required Courses\*
  1. History/Political Science (American Institutions)
  2. Arts/Humanities
  3. Intermediate Algebra (or higher)

\*Applicants with a bachelor's degree from a regionally accredited institution *may* be able to waive the General Education courses above. See a counselor to determine if this applies to your situation.

- Board of Registered Nursing (BRN) Required Courses for licensure\*
  4. Introduction to Sociology or Cultural Anthropology
  5. Speech/Communication
  6. General Psychology

\*RN Licensure courses may not be waived for any reason.

## APPLICATION INSTRUCTIONS

1. [Apply for admission to Cuesta College.](#)
2. **Assure your my.cuesta.edu email address is current** and active throughout the application cycle. All communication regarding your application and admission status will use your Cuesta email. No personal emails can be used. You receive your Cuesta email address and student ID when you apply to be a student at Cuesta College.
3. For questions about the program, program requirements, or the application, contact [NursingAdmissions@cuesta.edu](mailto:NursingAdmissions@cuesta.edu). For other inquires, including prerequisite advisement, course equivalencies, or transcript questions schedule an appointment with a Cuesta College counselor [here](#).
4. **Submit the following official, sealed transcripts to Cuesta College Records Department by 4:00 pm on September 30, 2023**
  - 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 for equivalency 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 by clicking the following link. [Evaluation of Non-Cuesta Transcript Request](#)
    - 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 most current, official transcripts are on file by the deadline.
  - LINK to Submitting Transcripts, including international [Here](#).
  - LINK to international applicant transcript Frequently Asked Questions (FAQ) [Here](#)
5. **Complete and submit the online RN application, including all supporting documentation, by the application deadline:**
  - The online application is accessible on the RN program website during the month of September.
  - No printed applications will be accepted.
  - Use the current RN application link on the RN program webpage to apply.
  - Upon successful submission, a confirmation email will be sent to your my.cuesta.edu email account. This email confirms receipt of your application only and does not reflect program eligibility or acceptance into the program.
  - Be sure to review the application summary to verify application is complete and all attachments are uploaded and open successfully.
  - If you do not receive a confirmation email within 24 hours after submitting your application, or your supporting document attachments do not open, it is your responsibility to inquire about the status of your application by emailing: [NursingAdmissions@cuesta.edu](mailto:NursingAdmissions@cuesta.edu).
  - Inquiries after the application deadline cannot be considered, and you will need to reapply in a future application cycle.
  - Print and save a copy of your application and confirmation number for your record.

6. Take the ATI TEAS assessment test between November 1, 2022, and October 31, 2023, and submit test score to Cuesta College by November 1, 2023.

Cuesta will NOT offer a complimentary TEAS test for the 2023 application cycle.

- TEAS testing options:

- In-Person - TEAS at PSI
- Online (at-home) – TEAS at ATI
- Submit your TEAS (version 7) score from another institution

Instructions to register for the TEAS. [How to register for the TEAS](#)

- Only the **ATI TEAS (Version 7)** assessment test will be accepted.
- A total score of 62% or higher is required for program eligibility. Although a TEAS assessment score of 62% is the minimal score accepted for eligibility, scores of competitive applicants have typically ranged above 80%.
- Applicants must test with each application cycle during the timeframe above. TEAS assessment scores outside of the timeframe above cannot be accepted.
- If you have taken the TEAS assessment test (Version 7) within the timeframe above, only the first test score can be accepted.
- You must request to have Assessment Technologies Institute (ATI) send your official ATI TEAS transcript (score) to Cuesta College.
- A completed remediation is required for any TEAS score lower than 62%, now or previously, in order to be an eligible applicant. Proof of completion from another school will be considered. If this applies to you, email to: [NursingSuccess@cuesta.edu](mailto:NursingSuccess@cuesta.edu) to request remediation information.
- Refer to [What is the ATI TEAS?](#) on ATI's website for additional information about the TEAS.

7. Check your *my.cuesta.edu* email for the Important Dates listed on Page 1.

Missed deadlines due to non-receipt of emails cannot be accommodated. If email notifications *have not* arrived in your *my.cuesta.edu* mailbox by the dates provided, you must email: [NursingAdmissions@cuesta.edu](mailto:NursingAdmissions@cuesta.edu) within 2 days.

8. **Submit Cuesta College Associate Degree and BRN-required coursework:** If not submitted with your online application, these must be completed by July 31, 2024, prior to program entry. If not submitted by this date, your space in the program will be forfeited and you will need to reapply in a future application cycle.

## Updating Your Contact Information

If there have been any changes to your name, address, email, or phone number after submitting your application, you must update this information immediately by emailing to: [NursingAdmissions@cuesta.edu](mailto:NursingAdmissions@cuesta.edu) . Updating your information in *my.cuesta.edu* alone will not update your RN Program application.

## FINANCIAL AID AND SCHOLARSHIP INFORMATION

Financial aid and scholarships are available for nursing students. *In order to meet college deadlines, applicants will 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 webpage](#).
- Complete the Free Application for Federal Student Aid (FAFSA) from Cuesta's financial aid website.
- Complete a Cuesta College Scholarship application on Cuesta's financial aid website.
- Estimated program costs: An estimated program cost sheet can be [viewed here](#).

## INELIGIBLE APPLICANT SITUATIONS

### Applicants are **INELIGIBLE** for admission in the following situations:

1. A combined GPA of less than 2.50, with no rounding, in the science prerequisite courses, or a grade less than 'C' in any prerequisite.
2. Prerequisite courses not meeting minimum required semester credits (see #1, page 2)  
**Quarter credits must first be converted to semester credits** (Quarter credits X .667 = Semester credits).
3. Three or more repeats in the prerequisite courses earning grades of C-, D, F, I, U, W, & FW.
4. Failure to submit **all** official, current sealed transcripts for coursework completed from **all** colleges and universities attended, other than Cuesta, by the due date.
5. Prerequisite coursework not taken at a regionally accredited U.S. college or university, or international courses not formally evaluated by ACEI or IERF.
6. Coursework or degree not posted by the deadlines in this application.
7. Failure to meet the ATI TEAS requirements.
8. Incomplete or in-progress applications.
9. Failure to meet deadlines and/or respond to time-sensitive emails.
10. Any hold on your Cuesta student account.

### Appeal Situations:

1. Ineligibility due to 3 or more prerequisite courses with substandard grades and/or
2. Point deduction(s) due to prerequisite coursework with substandard grades. A separate appeal is to be submitted for each course.
  - To receive credit for appeals from the September 2022 application cycle, your approved appeal decision letter must be uploaded with this application to be considered. Appeals prior to September 2022 are no longer valid.
  - The Appeal Request Form can be found in this packet or on the nursing program website.
  - Supporting documentation, as appropriate, is required to validate your appeal.
  - Appeal Decision letters will need to be saved by the applicant. The nursing department does not save these for you.
  - Not all appeals are granted.



## Cuesta College Associate Degree Nursing (RN) Program Multi-Criteria Point Allocation

**Effective for Fall 2024 Program Entry ONLY – Subject to Change in Future Applications**

**1. Academic degree, license or relevant certificate held by applicant. Points are awarded in ONE of the following categories only. Maximum points = 10**

Degree, License or Certificate	Points	Required Documentation
<b>1a. Associate’s degree or higher</b>	10	<ul style="list-style-type: none"> <li>Official, sealed transcripts from regionally accredited U.S. colleges or universities, with degree awarded by the application due date. Cuesta transcripts do not need to be submitted.</li> <li>Transcripts must show degree awarded if points are to be applied in this category.</li> </ul>
<b>1b. Licensed Health Care Worker:</b> (LVN, Psych Tech, Paramedic)	8	<ul style="list-style-type: none"> <li>Copy of current California license with license number, date issued, and expiration date. Expired or out of state licenses cannot be accepted.</li> </ul>
<b>1c. Certified Nurse Assistant Certification plus CNA work experience</b> (500 hours in past 2 years)	8	<ul style="list-style-type: none"> <li>Copy of 1) current California CNA certificate with certificate number, date issued, and expiration date, 2) “Work Experience in Healthcare Verification” form and 3) Employer Letter.</li> </ul>
<b>1d. Certificated Health Care Worker:</b> (Nurse Assistant, Medical Assistant, Phlebotomist, EMT)	6	<ul style="list-style-type: none"> <li>Copy of current California certificate with certificate number, date issued, and expiration date. Expired or out of state licenses cannot be accepted.</li> </ul>

**2. Grade point average in relevant coursework. GPA cannot be rounded. Maximum points 2a and 2b = 50**

Coursework	Points	Required Documentation
<p><b>2a. Combined Prerequisite Science GPA:</b> (Anatomy, Physiology, Microbiology)</p> <ul style="list-style-type: none"> <li>➤ Minimum 2.50 <i>combined</i> GPA required and no less than a "C" in any course (GPA cannot be rounded) Courses may be taken Pass/No Pass. A Pass will be calculated as a "C".</li> <li>➤ Points are calculated by multiplying the combined GPA by 10: i.e. a combined GPA of 3.64 x 10 = 36.4 pts.</li> <li>➤ Spring 2020-Spring 2022 only, due to the COVID-19 outbreak, online sciences will be accepted</li> <li>➤ Spring 2020 only, due to the COVID-19 outbreak, grades of "Pass/ No Pass" will be excluded from this formula.</li> </ul>	<p>Combined Science GPA of 2.50 or higher x 10</p> <p>2a. Maximum 40 points</p>	<ul style="list-style-type: none"> <li>Official, current, sealed transcripts from regionally accredited U.S. colleges or universities, showing course completion by the due date.</li> </ul> <p>GPA calculator: <a href="http://www.cuesta.edu/student/counseling/tools.html">http://www.cuesta.edu/student/counseling/tools.html</a></p>

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<p><b>2b. Combined English AND Math GPA:</b> (English Composition and Associate Degree Math requirement*)</p> <ul style="list-style-type: none"> <li>➤ No less than a "C" in either course. Courses may be taken Pass/No Pass. A Pass will be calculated as a "C".</li> <li>➤ Points are calculated by multiplying the <i>combined</i> GPA by 2.5. i.e. a combined GPA of 3.64 x 2.5 = 9.1 pts.</li> <li>➤ Because this category requires a <i>combined</i> English and Math GPA, applicants who have successfully completed English, but have not met the math requirement will not earn points in this category.</li> </ul> <p>*The current Associate's Degree math requirement may vary depending on catalog year. A higher level of math is also accepted.</p> <p>Applicants waiving the associate degree math requirement based on having a bachelor's degree <b>and</b> no equivalent math course, or applicants with P/NP grades taken during the Spring 2020 semester only, due to the COVID-19 outbreak, will use the following conversion:</p> <p>TEAS ≥95% = 4.0 GPA    TEAS ≥85% = 3.5 GPA TEAS ≥75% = 3.0 GPA    TEAS ≥62% = 2.5 GPA</p>	<p>Combined GPA of 2.00 or higher x 2.5</p> <p>2b. Maximum 10 points</p>	<ul style="list-style-type: none"> <li>• Official, sealed transcripts from regionally accredited U.S. colleges or universities showing course completion by the due date.</li> </ul> <p>AND/OR</p> <ul style="list-style-type: none"> <li>• Official, AP Scores for accepted courses Advanced Placement (AP) test scores of 3, 4 or 5 for the following courses will be accepted in lieu of coursework: <ul style="list-style-type: none"> <li>- AP English Language &amp; Composition</li> <li>- AP Calculus AB</li> <li>- AP Calculus BC</li> <li>- AP Statistics</li> </ul> </li> </ul> <p>AP Score 5 = 4.0 GPA AP Score 4 = 3.0 GPA AP Score 3 = 2.0 GPA</p> <ul style="list-style-type: none"> <li>• GPA calculator: <a href="http://www.cuesta.edu/student/counseling/tools.html">http://www.cuesta.edu/student/counseling/tools.html</a></li> </ul>
Prerequisite Repeats	Points	Required Documentation
<p><b>2c. Point deduction for repeats in Science or English prerequisite courses earning substandard grades of C-, D, F, I, U, W &amp; FW in prerequisite courses:</b></p> <p style="text-align: right;"> <b>1 repeat</b>  <b>2 repeats</b>  <b>3 repeats</b> </p>	<p style="text-align: center;">-5 -10 Ineligible</p>	<ul style="list-style-type: none"> <li>• Ineligibility Due to Excessive Repeats and/or Point Deduction Appeal Form</li> <li>• In ineligibility situations, both Ineligibility and Point Deduction Appeal Forms should be submitted</li> <li>• Your approved appeal decision letter from the September 2022 application cycle must be uploaded with this application to be considered. Appeals prior to September 2022 are no longer valid.</li> <li>• Refer to Appeal Situations on Page 5 of this instruction packet.</li> <li>• Appeal decision letters are to be saved by the applicant to be considered in future application cycles. The nursing department cannot save these for you.</li> </ul>

**3. Work or volunteer experience. Maximum points = 5**

Work or Volunteer Experience	Points	Required Documentation
<p><b>3a. 200 hours or more working in healthcare, within the last 2 years</b></p>	<p style="text-align: center;">5.0</p>	<ul style="list-style-type: none"> <li>• Work Experience in Healthcare Verification Form</li> <li>• All work experience must be submitted on the current form with this application to be considered.</li> </ul>
<p><b>3b. 200 hours or more volunteering in healthcare or a nonprofit organization, within the last 2 years</b></p>	<p style="text-align: center;">2.5</p>	<ul style="list-style-type: none"> <li>• Volunteer Experience in Health Care or a Nonprofit Organization Verification Form</li> <li>• All volunteer experience must be submitted on the current form to be considered.</li> <li>• Hours volunteered and signed on the September 2022 volunteer form will be accepted as long as they were completed during the required timeframe.</li> </ul>

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**4. Life experiences or special circumstances. While more than one of the following criteria may apply, only 2.5 points can be awarded in this category. Maximum points = 2.5**

Life Experience or Circumstance	Points	Required Documentation
<b>4a. Disability</b>	2.5	<ul style="list-style-type: none"> <li>• Proof of eligibility for Disabled Student Programs and Services (DSPS). Your name must be on document.</li> </ul>
<b>4b. Family income</b>	2.5	<ul style="list-style-type: none"> <li>• Proof of eligibility or receipt of financial aid under a program that may include but is not limited to: a fee waiver from the Board of Governors, Cal Grant Program, Federal Pell Grant program; or Cal Works. Your name must be on document.</li> </ul>
<b>4c. First generation to attend college</b>	2.5	<ul style="list-style-type: none"> <li>• Personal written statement explaining how you meet this category with your name, student id number, and signature.</li> </ul>
<b>4d. Need to work</b> - student worked at least part-time while completing RN prerequisite course(s).	2.5	<ul style="list-style-type: none"> <li>• One paycheck stub from the semester you worked while enrolled in RN prerequisite course(s), or a letter from your employer verifying employment on official letterhead. Your name must be on document.</li> </ul>
<b>4e. Disadvantaged social or educational environment</b>	2.5	<ul style="list-style-type: none"> <li>• Proof of participation or eligibility for Extended Opportunity Programs and Services (EOPS). Your name must be on document.</li> </ul>
<b>4f. Difficult personal or family situation or circumstances</b>	2.5	<ul style="list-style-type: none"> <li>• Personal written statement describing your difficult situation that has occurred within the past 5 years including your name, student id number, and signature. Supporting documentation may be requested to verify what has happened.</li> </ul>
<b>4g. Veteran status</b>	2.5	<ul style="list-style-type: none"> <li>• Copy of form DD214. Your name must be on document.</li> </ul>
<b>4h. Refugee status</b>	2.5	<ul style="list-style-type: none"> <li>• Documentation or letter from USCIS. Your name must be on document.</li> </ul>

**5. Proficiency in languages other than English. Applicant may be proficient in more than one additional language but only 2.5 points can be awarded in this category. Maximum points = 2.5**

Proficiency in languages other than English*	Points	Required Documentation
<p><i>Credit awarded for languages as identified by the Chancellor's Office, not limited to:</i></p> <ul style="list-style-type: none"> <li>➤ American Sign Language</li> <li>➤ Arabic</li> <li>➤ Chinese</li> <li>➤ Farsi</li> <li>➤ Russian</li> <li>➤ Spanish</li> <li>➤ Tagalog</li> <li>➤ Languages of Indian Subcontinent &amp; Southeast Asia</li> </ul>	2.5	<ul style="list-style-type: none"> <li>• <b>Verification of Proficiency in a Language Other than English Form</b></li> <li>• Previous language points are no longer valid. The verification form must be submitted on the current form with this application to be considered.</li> </ul> <p><b>* Coursework does not equate to proficiency.</b> Applicant must have the ability to speak, interpret, and write in the language at a conversational level as well as be able to translate in the healthcare setting. The person verifying language ability may not be a relative or family member. Applicants claiming proficiency may be asked to verify this through assessment testing at Cuesta College.</p>

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**6. Diagnostic assessment tool (ATI TEAS). *Minimum points = 3, Maximum points = 30***

Test of Essential Academic Skills (ATI TEAS)	Points	Required Documentation
<p><b>ATI TEAS Assessment Point Allocation:</b></p> <ul style="list-style-type: none"> <li>62% is the minimum accepted score.</li> <li>Applicants with a Total Score below 62% will become ineligible and must meet with the Cuesta College RN Success Specialist to complete a remediation plan to become eligible to apply in a future application cycle.</li> <li>Applicants with an Overall Score between 62% and 65% will receive the minimum score of 3 points in this category.</li> <li>Applicants with an Overall Score between 92% and 100% will receive the maximum score of 30 points in this category.</li> <li>All other applicants will subtract 62 from their Overall Score to calculate their points, i.e. an Overall Score of 90% = 28 points awarded (90-62=28).</li> </ul>	<p>Overall Score - 62 = Points Awarded</p> <p>Minimum of 3 points; Maximum of 30 points</p>	<ul style="list-style-type: none"> <li>ATI TEAS assessment test transcript (score)</li> <li>See page 4 for detailed instructions on submitting your TEAS transcript. Note: The ATI TEAS (Version 7) is the required version for this application cycle.</li> </ul>

**7. Additional points for previous applicants not selected for admission: *Maximum points = 8***

Previous Eligible Applicant Credit	Points	Required Documentation
<p>7a. An additional 8 points will be awarded to <i>eligible</i> applicants who have previously submitted 3 or more <i>eligible</i> RN program applications within the past 5 years <i>without being admitted</i>. The current application does not count toward these points as eligibility has not yet been determined.</p>	<p>8</p>	<ul style="list-style-type: none"> <li>3 RN alternate pool eligible status letters within the past 5 years.</li> <li>Eligible applications for these points include October 2018, October 2019, October 2020, September 2021, or September 2022.</li> <li>The current application does not count toward these points as eligibility has not yet been determined.</li> <li>Applicants must save their eligible alternate pool letters to resubmit in future applications to receive these points. We are unable to save these for you.</li> </ul>

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**Cuesta College RN Program  
Work Experience Verification Form (Page 1)  
For the September 2023 Application**

- Dates of employment must be between **9/1/2021 – 9/29/2023**
- To be eligible for points: BOTH Part A and Part B must be submitted
- No form variations can be accepted, and forms must be submitted in pdf format

**Work Experience Criteria**

The intent of awarding points in the work experience category is to recognize relevant work experience that would allow students to be well-prepared for success in the RN program. Work duties that facilitate knowledge, understanding, and experience with the RN role, the RN-patient relationship, and the practice of skills in the human healthcare setting may be considered. The following work experiences are examples of work experience that would be considered for points.

- LVN, medical assistant, nurse assistant, paramedic, and psychiatric technician positions
- Multidisciplinary teamwork that includes collaboration with an RN
- Patient health & hygiene, vital signs, feeding, daily living, mobility/transfer techniques

Personal caregiving positions in private homes without a business license are not able to be considered.

Phlebotomy in a clinic alone does not qualify, but may be considered depending on the job description and duty list if in a healthcare setting where collaboration with RN's or LVN's is evident.

**Part A. To be completed by applicant**

**Applicant Name:**

**Applicant Address:**

**Applicant Phone Number:**

**Place of employment:**

**Address:**

**Job title:**

**Start date of employment under this job title:**

**End date of employment under this job title:**

**List of duties in your own words that meet the intent of work experience points (applicant's words):**

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**Cuesta College RN Program Application**  
**WORK EXPERIENCE VERIFICATION FORM (Page 2)**

- Dates of employment must be between **9/1/2021 – 9/29/2023**
- To be eligible for points: BOTH Part A and Part B must be submitted
- No form variations can be accepted, and forms must be submitted in pdf format

**Part B: To be completed by your direct supervisor**

Name & Title of Supervisor:

Supervisor phone number:

Supervisor email:

Title of position held by applicant:

Start date of employment under this job description:

End date for this job description, or indicate if still employed:

**Criteria 3a: Work Experience.** Sign here to verify that the applicant has worked over 200 hours between Sept 1, 2021, and Sept 30, 2023, under the healthcare job description that meets RN application work experience criteria:

Direct supervisor signature \_\_\_\_\_

**Criteria 1c: CNA Work Experience Credit.** Sign here if the applicant has worked over 500 hours between Sept 1, 2021 and Sept 30, 2023 as a CNA to receive education credit for this work experience:

Direct supervisor signature \_\_\_\_\_

**IMPORTANT!** Attach the official job description the applicant was hired for that meets the RN work experience point criteria AND write a description of duties performed that meet the criteria in this box or on official letterhead.

**Signature of Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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**Cuesta College RN Program Application**  
**Volunteer in Healthcare or Non-profit Organization Verification Form**

- For Volunteer Hours Between September 1, 2021 through September 29, 2023
- No form variations can be accepted, and forms must be submitted in pdf format
  - Exception – Hours volunteered and signed on the September 2022 volunteer form will be accepted as long as they were completed during the required timeframe
- A minimum of 200 volunteer hours is required to qualify for points

**Applicant name:**

**Email:**

**Volunteer Experience Criteria for Point Consideration:**

Your volunteer experience will be evaluated prior to completing the hours by following the instructions on the RN program website. The intent of awarding points in the volunteer experience category of the RN application is to recognize relevant volunteer experience that benefits the volunteer and healthcare community. For the purpose of points, unpaid volunteer positions in a healthcare setting or a nonprofit organization that allow the applicant to gain knowledge, understanding, and experience while improving the health and well-being of our community may be considered.

The following are examples of volunteer experiences that would be considered for points:

- Hospital, long-term care, assisted living, memory care, clinic
- Hospice
- Health Fair
- Non-profit organizations (i.e. Special Olympics, Alzheimer’s Association, American Heart Association, Cancer Society, Food Bank)

**Volunteer positions are evaluated on a case-by-case basis, and points are not guaranteed.**

**Instructions to Applicant and Volunteer Coordinator/Supervisor:**

Take this form to each volunteer activity to have the volunteer coordinator date and sign  
*If hours were performed before this form was published, submit to the supervisor for proof of volunteer service or the form from the last application will be accepted if applicable.*

1. Each day & hours are to be listed. **Summarized hours cannot be accepted.**
2. Use the second page, or as many pages as necessary, to document hours.
3. Keep this form with all signatures to submit with your online application (200 hours minimum required for points).

Date of Service	Agency/Organization	Volunteer Role	# of Hours Worked	Coordinator/Supervisor Name, Phone Number & Initials
				Full Name: _____ Phone #: _____ Coordinator Signature: _____
				Full Name: _____ Phone #: _____ Coordinator Signature: _____
				Full Name: _____ Phone #: _____ Coordinator Signature: _____
				Full Name: _____ Phone #: _____ Coordinator Signature: _____
				Full Name: _____ Phone #: _____ Coordinator Signature: _____

Cont'd on next page as needed

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**ASSOCIATE DEGREE REGISTERED NURSING (RN) PROGRAM  
Volunteer Experience Verification Form (additional page)**

Date of Service	Agency/Organization	Volunteer Role	# of Hours Worked	Coordinator/Supervisor Name, Phone Number & Initials
				Full Name: _____ Phone #: _____ Coordinator Signature: _____
				Full Name: _____ Phone #: _____ Coordinator Signature: _____
				Full Name: _____ Phone #: _____ Coordinator Signature: _____
				Full Name: _____ Phone #: _____ Coordinator Signature: _____
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**CUESTA COLLEGE RN PROGRAM**

**APPEAL FORM: TO REVERSE INELIGIBILITY DUE TO 3 OR MORE REPEATS IN PREREQUISITE COURSES WITH SUBSTANDARD GRADES (C-, D, F, I, U, D, W, or FW)**

- For Applications Submitted September 2023 for entry Fall 2024
- To be submitted by applicants who are ineligible due to 3 or more repeats in prerequisite coursework with substandard grades to request eligibility
- A separate form is required to appeal point deductions for repeated coursework earning substandard grades (also included in this instruction packet)
- Appeal decision letters from the September 2022 application cycle must be uploaded with this application to be considered. **Appeals prior to September 2022 are no longer valid**
- Supporting documentation, as appropriate, is required
- This form must be typed and submitted in pdf format
- No form variations can be accepted, use additional paper as needed (typed)
- Not all appeals are granted

**Name:**

**Email:**

**Cuesta Student ID Number:**

**INSTRUCTIONS:** List each prerequisite course below that was repeated due to a substandard grade, including the name of the course, where taken, substandard grade/year, and repeated passing grade/year.

Course	School	Substandard grade / year	Repeated grade / year
<b>Example: Microbiology</b>	<b>Santa Barbara City College</b>	<b>D/2010</b>	<b>B+/ 2020</b>

1.

2.

3.

4.

5.

Explain your hardship or extenuating circumstance that necessitated you to drop or receive a substandard grade in the courses listed above. Include what you did differently to be successful when you repeated the course, why you believe that you should be deemed eligible to apply to the RN program, and how you will be successful with nursing coursework if admitted into the program. Attach documentation, as appropriate, to support and validate your appeal request. Information included should be concise, pertinent, and use good judgement (approx. 100 – 250 words)

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**ASSOCIATE DEGREE RN PROGRAM  
APPEAL FORM: TO WAIVE POINT DEDUCTIONS FROM REPEATS IN PREREQUISITE  
COURSEWORK WITH SUBSTANDARD GRADES**

- For Applications Submitted September 2023 for entry Fall 2024
- To be submitted by applicants who choose to appeal point deductions from repeats in prerequisite coursework with substandard grades
- A separate form is to be submitted for each course appeal request
- Appeal decision letters from the September 2022 application cycle must be uploaded with this application to be considered, and **appeal decisions prior to September 2022 are no longer valid**
- Supporting documentation, as appropriate, is required
- This form must be typed and submitted in pdf format
- No form variations can be accepted, use additional paper as needed (typed)
- Not all appeal requests are granted

**Name:**

**Email:**

**Cuesta Student ID #:**

Instructions: List the prerequisite course that earned a substandard grade including the name of the course, where taken, substandard grade/year, and repeated passing grade/year.

*Example: Microbiology    Santa Barbara City College    D/2010    B+/ 2020*

**Course**

**School**

**Substandard grade / year**

**Repeated grade / year**

Explain your hardship or extenuating circumstance that necessitated you to drop or receive a substandard grade in the course listed above. Include what you did differently to be successful when you repeated the course and how you will be successful with nursing coursework if admitted into the program. Attach documentation, as appropriate, to support and validate your appeal request. Information included should be concise, pertinent, and use good judgement (approx. 150 words).

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**ASSOCIATE DEGREE REGISTERED NURSING (RN) PROGRAM  
Verification of Proficiency in a Language Other than English**

- For applications submitted September 2023
- Submit this form in pdf format. No form variation can be accepted

**Requirements:**

**Coursework does not equal proficiency.** Applicant must have the ability to speak, interpret, and write in the language at a conversational level as well as be able to translate during a medical emergency. The person verifying language ability may not be a relative or family member. Applicants claiming proficiency may be asked to verify this through assessment testing at Cuesta College.

**Instructions to Applicant:**

1. Print this form.
2. Ask a community member with whom you have had sufficient interaction and who can verify that you are proficient in a language other than English to complete the Community Member Language Proficiency Verification section. **This person must not be a relative or family member.**
3. Sign and date the Applicant's Acknowledgment section.
4. Follow the instructions provided in the online application\* to submit this form with your application by the due date.  
*\* A link to online application will be posted on the Nursing department webpage during the month of September.*

**Community Member Language Proficiency Verification:**

**Please print clearly:**

I verify that \_\_\_\_\_ is able to speak, read, and write in \_\_\_\_\_ at a level  
(Name of Applicant) (Language)

that allows common everyday communication, **and** has the ability to translate in a medical emergency.

**Signed:**

**Date:**

**Name:**

**Address:**

**Phone:**

**Email:**

**Please describe your relationship to the applicant (you must not be a relative or family member):**

**Applicant's Acknowledgement:**

**I acknowledge, by my signature below, that the information on this form is true and correct.**

\_\_\_\_\_  
**Applicant's name**

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date**